

1991

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Notes

1. Colored Paper
2. Newspaper Clipping
3. Photocopies
4. Highlighter
5. Post-It Notes



Bowling Green State University

Intercollegiate Athletics
Bowling Green, Ohio 43403-0030
(419) 372-2401
Cable: BGSUOH

January 23, 1991

MEMORANDUM:

TO: Robert Martin, VP for Operations
Harold Lunde, Faculty Senate
Greg DeGrane, Administrative Staff Council
Kathy Eninger, Classified Staff Council

FROM: Parking Appeals Committee
Linda Canterbury, Chair *lc*

Enclosed is the newly formed rules and regulations set forth by the Parking Appeals Committee at its recent meeting. The Committee feels these are fair and just guidelines by which to operate. We are, however, asking you to share this information with your respective groups and are open to any suggestions or comments forthcoming.

The Parking Appeals Committee has been meeting regularly every two weeks and is current with all University appeals. The restructuring of this Committee is definitely on the rise.

Any questions or comments, please forward to me for our February meeting of the 13th.

lc
enc.

Operating Procedures - Parking Appeals Committee
January - 1991

A. MEMBERSHIP OF PARKING APPEALS COMMITTEE

The membership of the a Parking Appeals Committee should consist of four positions:

- 1 Faculty member who shall be appointed by the Faculty Senate for a three-year term.
- 1 Administrative Staff member who shall be appointed by the Administrative Staff Council for a three-year term.
- 1 Classified Staff member who shall be appointed by the Classified Staff Council for a three-year term.
- 1 Graduate Assistant who shall be appointed by the Graduate Student Senate for a one-year term.

The appointment of these members should be made by the appropriate bodies at the April meeting that precedes the final year of the out-going members term, with the new term commencing after July 1. The Faculty, Administrative Staff, and Classified Staff members terms should be staggered so that no more than one of these three members' terms end in a single year.

It is the responsibility of each member to contact their alternate should they be unable to attend any meeting.

1. Each member of the Parking Appeals Committee shall serve a one-year term (during their second year as committee member) as the representative on the University Parking Committee as an ex-officio member to ensure communication between the two bodies.
2. Three members present at a meeting shall constitute a quorum.
3. The Chair should have served on the committee for at least one year previous to becoming Chair of the Parking Appeals Committee.
4. The Chair shall be elected for a one year term.
5. No one shall serve as Chair for more than three years consecutively.
6. Members can be re-elected to a new term on the Parking Appeals Committee immediately following the completion of their term.

B. MEETINGS OF PARKING APPEALS COMMITTEE

1. Committee meetings shall be held every two weeks as deemed necessary at a set time and in a designated location agreeable to all members.
2. The Parking Appeals Committee should discuss all appeals prior to voting.
3. The Parking Appeals Committee shall decide on appeals by a simple majority vote. The Chair shall vote only in the case of a tie.
4. The Parking Appeals Committee will meet in open session. An article should be placed in the Monitor (by the Chair) at the beginning of each fall semester announcing meeting dates, times, and place.

C. APPEAL PROCEDURES

1. Any person wishing to appeal a parking citation must file their appeal within 21 calendar days of the date of issuance of the citation.
2. A decision must be made on every appeal within 21 days of the initial filing. This rule will not apply to any second appeals, nor will it apply to first appeals during EGSU break or holiday periods when an additional 10 day adjudication grace period shall be in effect.
3. A Compliance Officer appointed by the Parking Appeals Committee (preferable a member of the Parking Appeals Committee) shall rule on appeals during Christmas break.
4. In order to better facilitate communication and accountability a three-part parking appeals form will be adopted and supplied by the Parking and Traffic Department.

D. RE-APPEALS

1. The University Parking Appeals Committee shall be the body that rules on second appeals.
2. Second appeals must be made in person by the violator with all members of the committee present.

PARKING APPEALS COMMITTEE MEMBERS:

<u>Name</u>	<u>Phone</u>	<u>Location</u>	<u>Representative</u>
Linda Canterbury	2-7061	Athletic Dept. Stadium	Class. Staff
Susan Darrow	2-3501	Acad. Honors 231 Ad. Bldg.	Admin. Staff Alternate
Jim Lein	2-2695	Physical Plant Energy Mgt.	Class. Staff Alternate
Eugenio Lord	2-7469	Technology VCT Dept.	Grad. Student
Rich Numrich	2-8080	Economics Bus. Adm. Bldg.	Faculty Staff
Jim Treager	2-9850	Union Conferences	Admin. Staff

Parking Services

Keith Monto	2-7986	Commons
Stacie Schroeder	2-2779	Commons



Bowling Green State University

January 9, 1991

Department of Chemistry
Bowling Green, Ohio 43402-0213
(419) 372-2031
FAX: (419) 372-9809
Cable: BGSUOH

Memo

To: Administrative Staff Council

From: The Equal Opportunity Committee *Elbert S. Wilson, chair*

The Equal Opportunity Committee has voted unanimously to endorse the Undergraduate Students Senate Bill 90-91-5 which deals with providing better services to our physically handicapped students. The recommendations are listed below.

- A. Improved sidewalks in front of the Union, Health Center, and Hayes Hall
- B. Electric doors to added in the Union, Offenhauer and Health Center
- C. One entrance in each residence hall, i.e. ramps and automatic doors.
- D. Physically challenged Bus service
- E. To allocate a budget to procure interpreting services for hearing-impaired students.

We recommend that the Administrative Staff Council also endorse these recommendations.

xc: R. Martin
Undergraduate Student Senate
Graduate Student Senate
President Olscamp

Proposed ASC Response: For discussion 2-7-91

Administrative Staff Council endorses the concept behind U.S.G. Senate Bill 90-91-5 concerning the accessibility of campus facilities for physically challenged students.

It is felt, however, that this concept should be expanded to include all physically challenged individuals be they students or non-students.

We support the recommendations listed in Senate Bill 90-91-5 but encourage the appropriate university office(s) to conduct a thorough assessment of the entire campus to assure that all needs are identified.

SENATE BILL 90-91-5

WHEREAS,

The Undergraduate Student Government at Bowling Green State University has noticed that many parts of the campus are inaccessible to the physically challenged; and

WHEREAS,

Bowling Green State University as a State University should offer equal opportunity and access to all students,

THEREFORE BE IT RESOLVED,

that the Undergraduate Student Government strongly suggests the following improvements:

- A. Improved sidewalks in front of the Union, Health Center, and Hayes Hall.
- B. Electric doors be added in the Union, Offenbauer and Health Center.
- C. One entrance in each residence hall, i.e. ramps and automatic doors.
- D. Physically challenged Bus service
- E. To allocate a budget to procure interpreting services for hearing-impaired students.

THEREFORE BE IT FURTHER RESOLVED,

that a copy of this bill be sent to President Olscamp, Director of Handicapped Services, and the Vice President of Operations and the University architect.

Greg Rossatti

Signature of Sponsor

Brett Knittle

Signature of Sponsor

Lara Snedeker

Signature of Sponsor

Sponsors: Senator Greg Rossatti

Senator Brett Knittle

Assistant Student Welfare Coordinator Lara Snedeker

#120,000 married payroll

7

HEALTH CARE ACCRUAL AND ACTUAL TREND RATES

Fiscal Year	Increase In		
	Budget Rate	Total Accruals	Actual Claims
1986/87	11.0%	23.0% 12.7	(21.0%)
1987/88	4.0%	4.0%	(16.0%)
1988/89	21.0%	22.1%	(7.4%)
1989/90	25.0%	24.1%	(13.6%)
1990/91	12.0%		

128 593
Aug + Sept 86
Timing problem w/
payroll deductions

53% (806) 433 Fee
41% (463) 191 ASE
624 Dec '90

also printed
family car.

75% (1020) 768 C.S.

$$\begin{array}{rcl}
 87-88 & - & 67,696 \\
 88-89 & - & 162,422 \\
 89-90 & + & 613,923 \\
 90-91 & + & 452,897 \text{ for 4 mos} \\
 \hline
 & + & 836,700
 \end{array}$$

$$\begin{array}{r}
 75 \text{ for Dec} \\
 \hline
 624 \overline{) 46,800}
 \end{array}$$

$$74.33 = 892 \text{ year}$$



Bowling Green State University

Office of the Treasurer
Bowling Green, Ohio 43403
Cable: BGSUOH

January 17, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Gaylyn J. Finn *GJF*
Treasurer and Assistant
Vice President for Planning and Budgeting

RE: Health Care Information

In response to your January 11, 1991, memo, I am forwarding copies of the 1988/89, 1989/90, and to-date 1990/91 Health Care Analysis Report. This report shows the total of claims and premiums expended on behalf of the Health Care Program and the employee contributions and University accruals received by the program monthly. As you will note, expenditures exceeded accruals in the 1988 and 1989 fiscal years while accruals exceeded claims in fiscal 1990 and have for the first four months of fiscal 1991.

When considering reserves, I would first note that the general ledger balance in the Health Care Account at the end of December was \$61,874. An appropriate reserve for a health care program with \$8 million in claims would be in the vicinity of \$1.5 to \$1.8 million depending upon the claims lag. One of the ongoing concerns of Arthur Andersen, the University's external auditors, is the lack of an adequate health care reserve. University management concurs with this concern and has, in recent years, increased the annual accruals at a rate greater than the expected claims growth and is committed to maintaining an accrual rate, which will build an adequate health care reserve over a period of years without creating drastic budget reallocations.

Also attached is a schedule showing the increases in the Budget Accrual Rates, Total Accruals, and Actual Claims for the last four years and the increase in the Budget Accrual Rates for the 1990/91 year. Hopefully, this information will shed some light on the characteristics of the Health Care Program and considerations which must be dealt with when considering new health care benefits and the funding the University wants to contribute to the program. If you have any questions about the attachments, please feel free to call me.

GJF:msb/GF428

Attachments

cc: J. Christopher Dalton
Jim Morris

HEALTH CARE ANALYSIS

	1987/88				1988/89			1988/89 CLAIMS	
	CLAIMS/ PREMIUM	DEDUCTIONS/ CASH PMTS. UNIV. CONTR.	VARIANCE	CUMMULATIVE AVERAGE	CLAIMS/ PREMIUM	DEDUCTIONS/CASH UNIVERSITY CONTRIBUTION	VARIANCE	CUMMULATIVE AVERAGE	VARIANCE FROM 1987/88
SEPTEMBER	461840.46	426427.43	-35412.98	461840.46	335373.89	507611.89	169238.00	169187	-123466.57
OCTOBER	344635.75	415501.66	70845.88	403248.12	384383.59	504518.89	120135.30	361379	39727.81
NOVEMBER	546654.83	413575.96	-133078.87	451050.36	631732.70	508913.36	-172819.34	468163	135077.87
DECEMBER	410385.35	414470.20	4084.55	440884.11	317817.10	508945.41	191128.31	430577	-92568.25
JANUARY	376009.08	414960.26	38951.18	427909.10	615129.81	507247.24	-107882.57	467487	239120.73
FEBRUARY	565071.07	413580.50	-151490.57	450769.43	506214.40	504962.13	-1252.27	473942	-58856.67
MARCH	571604.25	415067.66	-156536.59	468031.55	728711.56	506350.76	-232360.80	511766	167107.31
APRIL	498998.95	415234.07	-83764.88	471902.47	503430.63	509779.46	6348.83	510724	4431.68
MAY	294597.94	414409.50	119811.56	452201.97	383492.64	510080.45	126587.81	496587	88894.70
JUNE	492522.38	363147.36	-129375.02	456234.01	360457.39	440427.39	79970.00	482974	-132064.99
JULY	549031.32	358698.93	-190332.39	464670.13	482753.55	441449.61	-41303.94	482954	-66277.77
AUGUST	525157.05	359106.01	-166051.04	469710.71	742100.50	441889.67	-300210.83	504550	216943.45
TOTAL	5636528.46	4824179.59	-812348.87		6054597.76	5892176.26	-162421.50		-418069.30
Mo. Ave.	469710.71	402014.97	-67695.74 -16.8%	Accrual Variance	504549.81	491014.69	-13535.13 -2.8%	Accrual Variance	7.4%
					469710.71	402014.97			
					34839.11	88999.72			

*Lower # of employees
with lower cost*

1/17/91

gjf

HEALTH CARE ANALYSIS

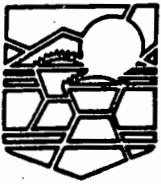
	1988/89				1989/90				CLAIMS	
	CLAIMS/ PREMIUM	DEDUCTIONS/ CASH PMTS UNIV. CONTR.	VARIANCE	CUMULATIVE AVERAGE	CLAIMS/ PREMIUM	DEDUCTIONS/ CASH PMTS UNIV. CONTR.	VARIANCE	CUMULATIVE AVERAGE	VARIANCE FROM 1988/89	
SEPTEMBER	338,573.89	507,611.89	169,238.00	338,373.89	352,642.69	640,185.08	287,542.39	352,642.69	14,268.80	
OCTOBER	384,383.59	504,518.89	120,135.30	361,378.74	776,159.76	45,759.58 (1)	-730,400.18	564,401.23	391,776.17	
NOVEMBER	681,732.70	508,913.36	-172,819.34	468,163.39	416,832.67	1,250,868.62	834,035.95	515,211.71	-264,900.03	
DECEMBER	317,817.10	508,945.41	191,128.31	450,576.82	458,703.87	648,014.72	189,310.85	501,084.75	140,886.77	
JANUARY	615,129.81	507,247.24	-107,882.57	467,487.42	463,391.59	644,616.55	181,224.66	493,546.18	-151,737.92	
FEBRUARY	506,214.40	504,562.13	-1,252.27	473,941.92	516,230.33	643,346.25	127,115.92	497,326.87	10,015.93	
MARCH	735,711.56	506,350.76	-232,360.80	511,766.15	531,925.15	645,705.00	113,779.85	502,269.48	-206,786.41	
APRIL	503,450.63	509,779.46	6,348.83	510,724.21	656,235.43	643,415.68	-12,819.75	521,515.22	152,804.50	
MAY	383,492.64	510,080.45	126,587.81	496,587.37	707,395.00	644,956.96	-62,428.04	542,167.42	323,892.36	
JUNE	360,457.39	440,427.39	79,970.00	482,974.37	387,225.16	563,849.36	176,624.20	526,673.20	26,767.77	
JULY	482,753.55	441,449.61	-41,303.94	482,954.30	796,358.02	559,057.53	-237,300.49	551,190.00	313,604.47	
AUGUST	742,160.50	441,889.67	-300,210.83	504,549.81	813,569.95	560,807.63	-252,762.32	573,054.99	71,469.45	
TOTAL	6,054,597.76	5,892,176.26	-162,421.50		6,876,659.92	7,490,582.96	613,923.04		822,062.16	
Mo. Ave.	504,549.81	491,014.69	-13,535.13		573,054.99	624,215.25	51,160.25		13.6%	
				-2.8% Accrual Variance					8.2% Accrual Variance	
				88/89 Average	504549.81	491014.69				
				Monthly Var.	68505.18	133200.56				
					13.6%	27.1%				

(1) When Life deductions were cancelled, all University deductions were cancelled. Corrected in Nov.

HEALTH CARE ANALYSIS

	1989/90				1990/91				CLAIMS	
	CLAIMS/ PREMIUM	DEDUCTIONS/ CASH PMTS UNIV. CONTR.	VARIANCE	CUMULATIVE AVERAGE	CLAIMS/ PREMIUM	DEDUCTIONS/ CASH PMTS UNIV. CONTR.	VARIANCE	CUMULATIVE AVERAGE	VARIANCE FROM 1989/90	
SEPTEMBER	352,642.69	640,185.08	287,542.39	352,642.69	524,247.90	726,614.38	202,366.48	524,247.90	171,605.21	
OCTOBER	776,159.76	45,759.58 (1)	-730,400.18	564,401.23	989,057.87	732,558.39	-256,499.48	756,652.89	212,898.11	
NOVEMBER	416,832.67	1,250,868.62	834,035.95	515,211.71	459,952.95	729,304.99	269,352.04	657,752.91	43,120.28	
DECEMBER	458,703.87	648,014.72	189,310.85	501,084.75	488,413.50	726,091.18	237,677.68	615,418.06	29,709.63	
JANUARY	463,391.89	644,616.55	181,224.66	493,546.18			0.00	615,418.06	0.00	
FEBRUARY	516,230.33	643,346.25	127,115.92	497,326.87			0.00	615,418.06	0.00	
MARCH	531,925.15	645,705.00	113,779.85	502,269.48			0.00	0.00	0.00	
APRIL	656,235.43	643,415.68	-12,819.75	521,515.22			0.00	0.00	0.00	
MAY	707,385.00	644,956.96	-62,428.04	542,167.42			0.00	0.00	0.00	
JUNE	387,225.16	563,849.36	176,624.20	526,673.20			0.00	0.00	0.00	
JULY	796,358.02	559,057.53	-237,300.49	551,190.00			0.00	0.00	0.00	
AUGUST	813,569.95	560,807.63	-252,762.32	573,054.99			0.00	0.00	0.00	
TOTAL	6,876,659.92	7,490,582.96	613,923.04		2,461,672.22	2,914,568.94	452,896.72		457,333.23	6.7%
Mo. Ave.	573,054.99	624,215.25	51,160.25		615,418.06	728,642.24	113,224.18			
8.2% Accrual Variance					15.5% Accrual Variance					
89/90 Average					573054.99	624215.25				
Monthly Var.					42363.06	104426.99				
					7.4%	16.7%				

(1) When Life deductions were cancelled, all University deductions were cancelled. Corrected in Nov.



MEMORANDUM

TO: Galen Finn
Treasurer

FROM: Gregg DeCrane *GD*
Chair, ASC

DATE: January 11, 1991

RE: Health Care Information

Jim Morris attended the Administrative Staff Council meeting on January 10 and gave an excellent presentation along with a Q & A session dealing with health insurance and benefits in general. He distributed a handout (enclosed) which assisted members in understanding health care costs. During the Q & A session, a question arose as to the amount of money contributed to health care. Another question asked if there was a summary report available that would show health care contributions, costs and reserves for the health care year, which we understand runs September 1 to August 31. Jim indicated that you would be the one who could supply such information. I would appreciate whatever you could provide that would give ASC members a clear picture of the health care picture from a money in/money out perspective.

GD/bal

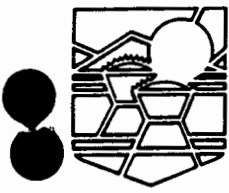
pc: Jim Morris
ASC Executive Committee

BGSU HEALTH CARE CLAIMS: 1985-86 - 1989-90

Fiscal Year	Total Claims	\$ Increase over Prior Yr	% Increase over Prior Yr	% Increase over 1985-6
1985-86	\$4,029,156			
1986-87	\$4,864,917	\$835,761	20.74%	20.74%
1987-88	\$5,636,527	\$771,610	15.86%	39.89%
1988-89	\$6,054,600	\$418,073	7.42%	50.27%
1989-90	\$6,876,659	\$822,059	13.58%	70.67%
90-91	7.3 mil			

BGSU HEALTH INSURANCE RATES (Annual Rates 9/1/90 - 8/31/91)

	University Contribution	Employee Contribution	Total Annual Rate
Contract Staff, Single Coverage	\$1,795	\$0	\$1,795
Contract Staff, Family Coverage	\$3,404	\$892	\$4,296
Classified Staff, Single Coverage	\$2,262	\$0	\$2,262
Classified Staff, Family Coverage	\$5,415	\$0	\$5,415



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Chris Dalton
Vice President for Planning & Budgeting

FROM: Gregg DeCrane *GD*
Administrative Staff Council

DATE: February 4, 1991

RE: Flexible Spending Account

I was informed last week by a member of the Alumni Office that in a recent staff meeting attended by Phil Mason, the topic of Flexible Spending Accounts was raised. In answering a question about why he felt the Flexible Spending Account (125K) had not been approved, he indicated that he wasn't aware of our desire to have such a plan and that no proposal for such a plan had ever come before Administrative Council.

I am perplexed that after more than one year of ASC pursuing an FSA that it has not as yet gotten to a discussion stage with Administrative Council. We initially were told to wait until a new Executive Director of Personnel was hired; we were told by the new director to communicate directly with the Treasurer which we did (copy of follow-up memo attached); and you asked for information on other university's FSA information, which I provided, and still it would appear that we are no further ahead than we were a year ago.

If there is something else that I should be doing in order for our request to receive consideration for implementation, would you please advise me of what it might be.

GD/bal
enclosure

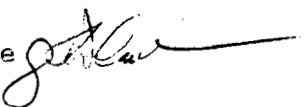


Bowling Green State University

16
Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Gaylen Finn
Treasurer

FROM: Gregg DeCrane 
Chair of ASC

DATE: November 19, 1990

Thank you for meeting with the Administrative Staff Council Executive Committee and giving an insight into possible changes to the overall employee benefit package, as well as updating us on the status of our request for a Section 125K plan.

While we understand that changes in benefits, necessitated by the need for cost containment may be a possibility in the near future, we do feel that the implementation of a section 125K plan should be considered separately. I think it was obvious that the leadership of ASC does not view it as a trade off in future benefit negotiations.

On behalf of Administrative Staff Council, I again request that the university initiate the implementation of a section 125K plan at the earliest possible time. Recognizing the risk to the University of a full section 125K plan, we are seeking only the premium pick-up aspects. While not fully cognizant of the costs involved, it would appear that the process needed for implementation would not differ significantly from that of other payroll deductions. I would be interested in your findings on the cost of implementation. The addition of John Moore, who administered such a plan while at Trustcorp, to our staff should enable us to get some background information that would be helpful to this request.

We clearly understand the need to limit costs at the University, as well as to the employee. This need in fact was one of the motivations for making a section 125K plan our number one goal for 1990-91.

GD/bal
pc: ASC Exec.



Bowling Green State University

17
Office of the President
Bowling Green, Ohio 43403-0010
Phone: (419) 372-2211
FAX: (419) 372-8446
Cable: BGSUOH

January 23, 1991

MEMORANDUM

TO: Vice Presidents
Deans
Chairs/Directors
Faculty Senate
✓ Administrative Staff Council

FROM: Lester E. Barber
Executive Assistant to the President *Les*

RE: Faculty/Administrative Staff Open Forum for Spring Semester

The Spring Semester Faculty/Administrative Staff Open Forum with President Olscamp has been scheduled for *Wednesday, March 6, 2:30-4:00 p.m.*, in the *Ohio Suite of the University Union*. The purpose of this second forum is, again, to discuss ways in which the general campus community and scholarly life at the university can be improved.

The forum held in the fall semester identified many good ideas and provocative areas of concern. I hope the spring forum will prove to be just as productive, or even more so. Please encourage your faculty and staff to attend and share any concerns, comments, or suggestions they may have to improve our university environment.

dmm

xc: Kim Sebert, Instructional Media Center



Bowling Green State University

18
Business Office
Bowling Green, Ohio 43403-0112
Cable: BGSUOH

February 1, 1991

MEMORANDUM

TO: Greg DeCrane

FROM: Carl A. Lipp *Cal*

I have been keeping the top administration aware of the increasing difference in the University travel mileage reimbursement rate from the amount allowed by the Internal Revenue Service. In fact, within the past week I sent them a statement reflecting the rate of \$.27 per mile permitted by IRS.

It is my feeling that the University agrees that the difference needs to be adjusted. However, current budget conditions do not permit any increase at the present time.

I will keep you informed of any changes which would be forthcoming.

CAL/cs

xc: Gaylyn Finn



Bowling Green State University

Benefits/Personnel Services
College Park Office Bldg.
Bowling Green, Ohio 43403
Phone: (419) 372-2112

February 7, 1991

MEMORANDUM

TO: Dr. Harold Lunde, Chair, Faculty Senate
Greg DeCrane, Chair, Administrative Staff Council ✓
Kathy Eninger, Chair, Classified Staff Council
Dr. Roger Anderson, Chair, Faculty Welfare Committee
Ann Bowers, Chair, Administrative Staff Welfare Committee

FROM: Jim Morris, Benefits Manager *Jm*

RE: Selection of Consulting Firm

The process of selecting a consulting firm to assist in the evaluation of the University's Health Care Benefits Program is in the final stages. The number of firms being considered has been narrowed to four. The four firms still under consideration are:

1. Costeffe: Employee Benefit Cost Management, Inc.
2. Findley-Davies & Company
3. Foster Higgins & Company, Inc.
4. Peat-Marwick

I have invited representatives of each of the above firms to make a brief presentation regarding their capabilities to assist the University in the evaluation of the health care benefits program.

The presentations will be held on Tuesday, February 12, 1991, in the Chart Room of McFall Center from 1:30 to 4:30 p.m.

Since it is the intent of all parties involved in the administration of the program to get as much input and interchange as possible without unduly delaying the selection process, the scheduling of the presentations was deemed to be the best way to give each firm the opportunity to demonstrate their capabilities.

Please consider this memorandum as an invitation to attend the presentations.

djs



Bowling Green State University

20
Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011

February 19, 1991

MEMORANDUM

TO: Judy Hagemann, Budget Management Analyst, BGSU Foundation
FROM: Jill Carr, Past Chair, Administrative Staff Council *Jill Carr*
RE: Foundation Reports

Please send all Administrative Staff Council Foundation reports to Gregg DeCrane, 405 Student Services Building. Gregg is the current chair of ASC and should therefore receive these print outs.

Thank you very much for your attention to this matter. If you have any questions, please give me a call.

JC/jm

cc: Gregg DeCrane ✓



Bowling Green State University

21
Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Chris Dalton
Vice President for Planning & Budgeting

FROM: Gregg DeCrane *Gregg DeCrane*
Assistant Vice President for Student Affairs
University Student Activities

DATE: February 20, 1991

RE: Mileage Reimbursement

At the February 7 meeting of the Administrative Staff Council, the following statement was passed unanimously:

Administrative Staff Council recommends that Bowling Green State University reimburse employees who use their personal vehicles for University business at the current standard that the Internal Revenue Service allows for mileage.

I would appreciate your advancing this recommendation through the proper channels that would permit its implementation.

GD/bal
pc: ASC Executive Committee



Bowling Green State University

Bowling Green, Ohio 43403

February 26, 1991

Gregg DeCrane
Assistant Vice President Student Affairs
University Student Activities

Dear Gregg:

Thank you for taking the time to participate in our small group meetings. We have gained some very interesting and significant insights as a result of your comments and that of the others who have very candidly expressed their assessments of the issues we discussed.

I have enclosed a summary statement of the points which were made at our meeting. We hope we have captured the major points of our session. If you have any comments on the points made in the summaries (whether they reflect what essentially emerged in our meeting from the group as a whole), please let me or one of the committee members know. If you have any additional points you would like to share with us, please communicate them to us as soon as possible. We have entered into the final phase of our evaluation process and are in the midst of assessing the information gathered and formulating our report.

Thanks again for your help with the clarification of these budgeting and planning issues. Your insights will hopefully lead to an improvement of our planning and budgeting system.

Sincerely,

Leo Navin, Chair
Department of Economics

LN:sf

Enclosure

Committee: John Bentley (Music), Bonnie Chambers (Edu/Curriculum & Instr.), Steve Chang (Geography), Dick Conrad (Computer Svcs./ Telecommunications Svcs.), Linda Hamilton (Planning & Budgeting), Gary Hess (History), Bob Martin (Operations), Ralph Townsend (Arts & Sciences).

PLANNING & BUDGETING STUDY GROUP

MEETING WITH ASC/CSC

2:30 P.M.

1/15/91

- A-1 In terms of the overall, what I perceive is that the group is saying that there is no overall great dissatisfaction with the system. What you see sometimes is unevenness in terms of results and this tends to be more of a problem than the process as it exists today. The current allocation of resources seems to be more of a problem than the process itself. The general fee and auxiliary character of some of the budgets that you are involved with seems to be operating satisfactorily under the current process. Because they are unique relative to the general education budget, there is more control in those areas. Some of the frustrations that are felt in instructional and general or educational budgets are not necessarily present in those particular areas though not to imply that you said that everything is always super or the way you want it.
- 1-2 It seems as a group you feel rather unanimously, that the one year budget process seems to meet your needs satisfactorily and there doesn't seem to be advantages to going to a multi-year budget. There would tend to be more complications and difficulties with moving to a multi-year process than sticking with the annual process. If anything pushes some of the budget requests later in the year, it also may have some advantages in some areas.
- B-1 In terms of participation, the group feels that it is necessary to have some input in terms of information and contributing to the decision process itself directly in the budget process. The exact configuration didn't emerge as being clear as to which configuration one would prefer. Basically there is a desire for input by the Administrative and Classified Staff in the final stages of the budget process, especially in making contributions to the policy making body with respect to budget decisions. While there was an expression of the possibility of having one committee, the group also recognized the advantages of having two separate units. You also discussed expanding the FSBC for broader participation. It was recognized that line responsibilities in budget formulation may be more appropriately handled by the line managers coming up through the system with the policy making body and the vice presidents still functioning in a kind of a negotiating format for the final budget.
- B-2 (Not Discussed)
- C-1
a,b,c) The group as a whole really has no strong opinions on strategies. They generally are not affected by it or are unaware of how it affects their particular area with the exception of the instructional and general budget in the student services area. Two problem areas were identified. The difficulty for the smaller units being able to augment

staffing and the problem of identifying 1 percent when it would be a part of a person in a small unit. Also the question was raised whether 1 percent, even in academic areas, would be sufficiently large to afford the kinds of reallocations that may be appropriate.

- C-2 What I'm hearing in terms of operating budgets have somewhat of an expression which focus on pluses and really the minuses. The idea of the "x" percent being placed at risk may enhance flexibility in terms of ability to move funds to other areas but there is in the current system, no guarantee adequacy in the operating base if you have been funded at less than the increase in the cost of your operating items. So, there is no clear cut sentiment as to whether or not it is a viable option.
- C-1 d. In considering a discretionary pool merit increase, there seems to be endorsement of the concept of the pool in part as long as the pool is identified as an amount rather than announced as a percent of the salary pool itself. Also that this merit amount would then be distributed in a consistent fashion across the administrative staff areas. Additionally, merit becomes significant only when it exceeds the cost of living increases. If increases are below the cost of living, then there seems to be little room for merit recognition.
- E-2 Basically in discussing revenue constraints, the availability of a clear idea even if more than one constraint is presented, would be more helpful than an open ended request for expenditure patterns without any clear statement as to how much money is likely to be available. This would help significantly in the budget process.



Bowling Green State University

26
Administrative Staff Council
Bowling Green, Ohio 43403-0373

March 1, 1991

John Laskey, President
The Port Lawrence Title & Trust Company
616 Madison Ave.
Toledo, Ohio 43604

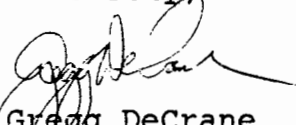
Dear John:

My sincere thanks for meeting with me on Wednesday. I appreciate your understanding of the concerns associated with the earlier Administrative Staff Council meeting, but even more so I appreciate having the opportunity to get to know you better. Your interest in ASC and in the University is gratifying to see. I look forward to working with you in the future.

I have enclosed a copy of the Administrative Staff Council Constituent Network, some general information on our leadership, and our meeting schedules. The Network is broken down by Vice Presidential and Presidential areas with the single name on the left side of each page being the person who sits on Administrative Staff Council.

I will keep you informed of ASC concerns and ask that you let me know if I can assist you or answer any questions you may have.

Sincerely,


Gregg DeCrane
Chair

Administrative Staff Council



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Cable: BGSUOH
Phone: (419) 372-2211
Fax: (419) 372-8446

March 5, 1991

MEMORANDUM

TO: Member of the President's Panel

FROM: Paul J. Olscamp
President

A handwritten signature in cursive script that reads "Paul Olscamp".

This is to confirm the Spring Semester meeting of the President's Panel for Thurs., March 7, 1991 from 2:30-4:00 p.m. in the Chart Room, McFall Center.

I invite you to submit items for the agenda by calling my office and speaking to Marianne Kolbe. Please submit your agenda items as soon as possible. I have also attached a copy of the membership roster for your convenience.

Attachment

Cannot make it - opposite ASL

MEMBERSHIP ROSTER - PRESIDENT'S PANEL (1990-91)

President Paul J. Olscamp 2-2211

Dr. Eloise Clark
Vice President for Academic Affairs 2-2915

Administrative Staff Advisory Council Representative

Greg DeCrane, Chair 2-2843
Student Activities & Orientation
Student Services Building

Classified Staff Advisory Council Representative

Kathy Eninger, Chair 2-2251
Paint Shop
Physical Plant

Administrator Designated by President

Dr. Mary Edmonds 2-2147
Vice President for Student Affairs

Faculty Senate Representative

Dr. Harold Lunde, Chair 2-2751
Dr. Evron Collins, Secretary 2-2751

Undergraduate Student Representative

Kevin Coughlin, President 2-6026
Linda Schnetzer, Vice President 2-6026
Mary Beth Eppel 2-6026

Graduate Student Representative

Wayne Berman, President 2-2426



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Chris Dunn*

FROM: Greg Jordan, Secretary

RE: Attendance Policy at Administrative Staff Council Meeting

I would like to call to your attention Article I, Section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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According to my records, you have been absent two times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

March 7, 1991
April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Dave Stanford*
FROM: Greg Jordan, Secretary
RE: Attendance Policy at Administrative Staff Council Meeting

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April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373MEMORANDUM

TO: Administrative Staff

FROM: Greg Jordan, Secretary
Administrative Staff Council *Greg*

RE: Nomination Ballot for 1991-92 Elections

DATE: February 4, 1991

Enclosed are ballots to nominate Administrative Staff Members for membership on the Administrative Staff Council. As indicated in its Charter, the Administrative Staff Council represents administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies. The Council meets from 1:30 to 3:00 pm on the first Thursday of each month. Attendance at ASC meetings is very important to the overall success of the representative council. If it is difficult to attend, administrative staff should withdraw from nomination. In addition, council members are asked to serve on council committees. Council members are elected for three year terms.

Please note the directions at the top of the ballot. The ballot consists of names of eligible staff members in your vice presidential area. When your nominations have been returned and tabulated, an election ballot will be prepared on which you will again be voting only for staff members in your area. The number of seats on the council is calculated at ten percent of the Administrative Staff in the area.

Also enclosed is a form on which you are asked to indicate if you would not be willing to have your name on the final election ballot if you are nominated. This form also seeks an indication of your interest in having your name on the ballot for various university committees.

Please return your nomination ballot and the committee interest form to Greg Jordan, Ice Arena, by 5:00 pm on February 22, 1991.

enclosures
gr

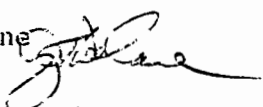


Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Elliott Blinn
Chair, Equal Opportunity Committee

FROM: Gregg DeCrane 
Chair, ASC

RE: Endorsement of Physically Challenged Accessibility

In response to your request of January 9, 1991, the Administrative Staff Council at its February 7 meeting endorsed the following statement:

Administrative Staff Council endorses the concept behind U.S.G. Senate Bill 90-91-5 concerning the accessibility of campus facilities for physically challenged students.

It is felt, however, that this concept should be expanded to include all physically challenged individuals be they students or non-students.

We support the recommendations listed in Senate Bill 90-91-5, but encourage the appropriate university office(s) to conduct a thorough assessment of the entire campus to assure that all needs are identified.

If you should have any questions, please do not hesitate to contact me.

GD/bal

FORM 0-1: 1991-92 OPERATING BUDGET REQUEST

Department: Administrative Staff Council
-----Budget No: 137400

1990-91 Approved Budget Load	INCREASE(DECREASE) FOR 1991-92 ----- All Other Equipment Operating Expenses Total			1991-92 Proposed Budget Load	REMARKS RE: INCREASES/DECREASES REQUESTED FOR 1991-92 AND JUSTIFICATION (Listed in decreasing priority order)
\$1,681		\$28,800	\$28,800	\$30,481	Professional Development \$ 27,500 Duplicating Council Minutes 1,000 Trustee Meeting Expenses 300

JUSTIFICATION:

Professional development should be funded from the operating budget, and should be expanded to allow succession planning. See attached explanation.

Distributing Council minutes to the full Administrative Staff, as is done for faculty by Faculty Senate, was done this year for the first time. The response has been enthusiastically favorable. The increase reflects the increased costs for duplication, which were supported this year, on a temporary basis, by the Personnel Office.

Effective 1991-92, Administrative Staff Council will be sending a representative to Trustee meetings, including retreats. This will require expenditures for travel, meals, and lodging. This year the expense was supported by depleting carry-over from the previous year's budget.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

3/1/91

SUPPORTING MATERIALS - ASC OPERATING BUDGET - # 187400
JUSTIFICATION FOR PROFESSIONAL DEVELOPMENT FUNDING

This request has two components:

1. \$2,500 to continue present program. Two years ago ASC was given \$5,000 for professional development. This was a new program, and was funded with the understanding that after these funds were exhausted we would have more information on which to base future funding needs. The initial one time grant was given a separate account, but the Planning and Budgeting Office has requested that it now become part of our operating budget.

Of the initial \$5,000, \$3,762 has been allocated to date, and current requests exceed the remaining balance. Professional development funds have allowed several staff members to attend valuable programs that would otherwise have been impossible, including partial funding of a delegate to the Council of Hotel, Restaurant, and Institutional Educators, in Moscow. Based on our experience over the last two years, we believe there is ample justification to continue professional development funding at no less than the current rate, \$2,500 per year.

2. \$25,000 to fund professional development as a component of a succession planning program. Such a program is currently proposed by John Moore, Director of Personnel Services. This program would identify the University's future staffing needs, and provide for the development of administrators to fill them. This involves identification of qualified staff, career planning, and professional development. In addition to addressing the University's future needs for administrators, such a program also helps the University meet its affirmative action goals.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0000

TO: *Dave Hoehner*

FROM: Greg Jordan, Secretary

RE: Attendance Policy at Administrative Staff Council Meeting

I would like to call to your attention Article I, Section 6 of the ASC Bylaws:

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According to my records, you have been absent two times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

March 26, 1991

Office of the Vice President
for Operations
Bowling Green, Ohio 43403-0320
Cable: BGSUOH

MEMORANDUM

TO: Greg DeCrane, Chair
Administrative Staff Council

FROM: Robert Martin, CPE *RM*
Vice President, Operations

SUBJECT: B.G.S.U. Health Care Plan Review

The University has recently contracted with Costeffex Employee Benefit Cost Management Inc., to review our current health care plan. They are to make recommendations on ways to manage rapidly increasing health care costs as well as potential redesign of our plan to provide improved employee cost management utilization and efficiencies of services provided. Costeffex will be conducting a series of interviews with employee groups and managers on April 3rd through April 5th to solicit their participation in this review process. Similar interviews and other forms of survey documents will be used later this summer and fall as well, to continue the evaluation process. They have been asked to provide recommendations by May 10th, 1991, on ways to minimize the increasing University share of health care costs and to provide recommendations by January 1, 1992, on possible plan redesign to manage employee costs and utilization.

The attached schedule will be used to conduct the meetings scheduled for April 3rd through April 5th. Meetings have been established for April 3rd, as indicated on the attached schedule, to allow representatives of Costeffex to gather information from University employees prior to their initial recommendations on cost containment efforts. Please notify your Executive Committee/Officers and Welfare Committee Chairman of this meeting and the opportunity it presents for them to share with our consultants information about our current health care plan. The group is to be limited in size to approximately 10 to 12 individuals, so should you find that officers are unable to attend, it would be appropriate to substitute Welfare Committee members up to the maximum of 10 to 12. Attendance by employees at the remaining meetings on April 4th and 5th is being handled through separate means.

We will be contacting you again concerning meetings to be scheduled for April 24th with Costeffex team members to review the results of these fact gathering meetings.

Please provide the names of individuals selected to attend these meetings to this office prior to the April 3rd meeting, in order that we may know whom to expect.

RLM:cs
attachment

cc: P. Olscamp, J.C. Dalton, G. Finn, J. Morris

Schedule for Costeffex Meetings

<u>April 3, 1991</u>	<u>ALL MEETINGS ARE IN MCFALL BLDG.</u>	
8-9:30 a.m.	Insurance Comm.	Chart Room
10-11:30 a.m.	Faculty Senate Exec. Comm. & Welfare Comm. Chairman	Chart Room
1-2:30 p.m.	Administrative Staff Council Exec. Comm. & Welfare Comm. Chairman	Chart Room
3-4:30 p.m.	Classified Staff Council Exec. Comm. & Welfare Committee Chairman	Caucus Rm.

<u>April 4, 1991</u>	<u>ALL MEETINGS ARE IN ADMINISTRATION BLDG.</u>	
8-9:00 a.m.	Classified employees (female)	Room 201
9:30-10:30 a.m.	Classified employees (male)	Room 201
11-12:00 noon	Faculty employees (female)	Room 201
1:30-2:30 p.m.	Faculty employees (male)	Room 201
3-4:00 p.m.	Administrative/Contract (female)	Room 201

<u>April 5, 1991</u>	<u>ALL MEETINGS ARE IN ADMINISTRATION BLDG.</u>	
8-9:00 a.m.	Administrative/Contract (male)	Room 201
9:30-10:30 a.m.	Sr. Administrative Academic	Room 201
11-12:00 noon	Sr. Administrative Non-Academic	Room 201



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Jaegvie Joseph*
FROM: Greg Jordan, Secretary

RE: Attendance Policy at Administrative Staff Council Meeting

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April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

39

TO: *BMSB Keeley*
FROM: Greg Jordan, Secretary
RE: Attendance Policy at Administrative Staff Council Meeting

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April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

40
Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Greg Nye*
FROM: Greg Jordan, Secretary
RE: Attendance Policy at Administrative Staff Council Meeting

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April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

41
Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Tonia Stewart*
FROM: Greg Jordan, Secretary
RE: Attendance Policy at Administrative Staff Council Meeting

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April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

42
Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO:

Paul Yon

FROM: Greg Jordan, Secretary

RE: Attendance at Administrative Staff Council Meetings

I would like to call your attention to Article I, Section 6 of the ASC Bylaws:

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According to my records, you have been absent three times this year. Therefore, any additional absence will result in initiation of the policy to remove you from office.

The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in the business of Council in order to be able to report back to and give input of their constituents.

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April 4, 1991
May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

43
Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Chuck Nagle*
FROM: Greg Jordan, Secretary
RE: Attendance at Administrative Staff Council Meetings

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May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr




Bowling Green State University

44
Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Bob Martin
Vice President of Operations

FROM: Gregg DeCrane 
Chair, ASC

DATE: March 13, 1991

RE: Contract Wording Proposal

The Administrative Staff Council at it's March 7th meeting, unanimously approved the attached recommendation relative to the wording of Administrative Staff contracts. Would you please carry this forward for the necessary approvals so that we may reach our implementation goal of having this wording used with the 1991-92 contracts.

If you have any questions, please call.

GD/bal

CURRENT CONTRACT WORDING
CONDITIONS OF EMPLOYMENT

5. Obligations of the Appointee: In consideration of the terms of this appointment, the Appointee agrees to perform such professional duties and services as identified in the appointed position or title, and/or as may be assigned or changed, to the satisfaction of the Appointee's immediate supervisor. It is the responsibility of the officer(s) signing for the University to verify whether or not the Appointee's performance is in accord with prevailing University practice.

PROPOSED CONTRACT WORDING
CONDITIONS OF EMPLOYMENT

5. Obligations of the Appointee: In consideration of the terms of this appointment, the Appointee agrees to perform such professional duties and services as identified in the appointed position or title and in the attached written position description, and/or as may be assigned or changed, to the satisfaction of the Appointee's immediate supervisor. It is the responsibility of the officer(s) signing for the University to verify whether or not the Appointee's performance is in accord with prevailing University practice.

RATIONALE FOR PROPOSED CHANGE

According to procedures outlined in the Administrative Staff Handbook (see below), written position descriptions are an essential part of the appointment and annual evaluation process. Position descriptions are subject to revision as part of the annual evaluation process and any revisions become effective with the new contract period. The proposed change in contract wording insures that changes in position descriptions become an integral part of the staff member's contract.

Administrative Staff Handbook, page 27: Appointment Information

"Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period."

Administrative Staff Handbook, page 31: Evaluation Procedure, 4A

"The staff member and supervisor should meet and accomplish the following:

Review and determine staff member's job description and goals for the next contract period and make any changes to the basic job description.

Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.

The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing."

Approved by PWC: January 8, 1991

Approved by ASC: March 7, 1991



MEMORANDUM

TO: Chris Dalton
Vice President for Planning & Budgeting

FROM: Gregg DeCrane
Chair, ASC *[Signature]*

DATE: March 13, 1991

RE: Support Statement

The Administrative Staff Council unanimously approved the following statement at it's March 7th meeting:

The Role and Mission Statement of Bowling Green State University emphasizes the importance of creating an environment which promotes multicultural values in students, faculty and staff. An important resource in attaining this goal is the Affirmative Action Office. Administrative Staff Council strongly supports the activities of this Office and recognizes that especially during this academic year, the Affirmative Action Office has promoted its educational mission as well as increased its visibility on campus through a series of training sessions, workshops and informal talks. Administrative staff are urged to participate in these educational programs themselves and to support the participation of staff members whom they supervise by providing appropriate release time.

Resources are required to attain the Affirmative Action Plan's broad objectives of education, advocacy and accountability. Thus it is urged that the Faculty Senate and University Budget Committees recognize the plan for additional personnel and budgetary support for this office. Added resources will allow this Office to continue to increase its visibility and promote a multicultural environment on campus.

If you have any questions, please call.

GD/bal
pc: Marshall Rose
ASC Executive



Bowling Green State University

March 26, 1991

47
Office of the Vice President
for Operations
Bowling Green, Ohio 43403-0320
Cable: BG5UOH

MEMORANDUM

TO: Greg DeCrane, Chair
Administrative Staff Council

FROM: Robert Martin, CPE *RM*
Vice President, Operations

SUBJECT: B.G.S.U. Health Care Plan Review

The University has recently contracted with Costeffex Employee Benefit Cost Management Inc., to review our current health care plan. They are to make recommendations on ways to manage rapidly increasing health care costs as well as potential redesign of our plan to provide improved employee cost management utilization and efficiencies of services provided. Costeffex will be conducting a series of interviews with employee groups and managers on April 3rd through April 5th to solicit their participation in this review process. Similar interviews and other forms of survey documents will be used later this summer and fall as well, to continue the evaluation process. They have been asked to provide recommendations by May 10th, 1991, on ways to minimize the increasing University share of health care costs and to provide recommendations by January 1, 1992, on possible plan redesign to manage employee costs and utilization.

The attached schedule will be used to conduct the meetings scheduled for April 3rd through April 5th. Meetings have been established for April 3rd, as indicated on the attached schedule, to allow representatives of Costeffex to gather information from University employees prior to their initial recommendations on cost containment efforts. Please notify your Executive Committee/Officers and Welfare Committee Chairman of this meeting and the opportunity it presents for them to share with our consultants information about our current health care plan. The group is to be limited in size to approximately 10 to 12 individuals, so should you find that officers are unable to attend, it would be appropriate to substitute Welfare Committee members up to the maximum of 10 to 12. Attendance by employees at the remaining meetings on April 4th and 5th is being handled through separate means.

We will be contacting you again concerning meetings to be scheduled for April 24th with Costeffex team members to review the results of these fact gathering meetings.

Please provide the names of individuals selected to attend these meetings to this office prior to the April 3rd meeting, in order that we may know whom to expect.

RLM:cs
attachment

cc: P. Olscamp, J.C. Dalton, G. Finn, J. Morris

Schedule for Costeffex Meetings

<u>April 3, 1991</u>	<u>ALL MEETINGS ARE IN MCFALL BLDG.</u>	
8-9:30 a.m.	Insurance Comm.	Chart Room
10-11:30 a.m.	Faculty Senate Exec. Comm. & Welfare Comm. Chairman	Chart Room
1-2:30 p.m.	Administrative Staff Council Exec. Comm. & Welfare Comm. Chairman	Chart Room
3-4:30 p.m.	Classified Staff Council Exec. Comm. & Welfare Committee Chairman	Caucus Rm.

<u>April 4, 1991</u>	<u>ALL MEETINGS ARE IN ADMINISTRATION BLDG.</u>	
8-9:00 a.m.	Classified employees (female)	Room 201
9:30-10:30 a.m.	Classified employees (male)	Room 201
11-12:00 noon	Faculty employees (female)	Room 201
1:30-2:30 p.m.	Faculty employees (male)	Room 201
3-4:00 p.m.	Administrative/Contract (female)	Room 201

<u>April 5, 1991</u>	<u>ALL MEETINGS ARE IN ADMINISTRATION BLDG.</u>	
8-9:00 a.m.	Administrative/Contract (male)	Room 201
9:30-10:30 a.m.	Sr. Administrative Academic	Room 201
11-12:00 noon	Sr. Administrative Non-Academic	Room 201



Bowling Green State University

Benefits/Personnel Services
College Park Office Bldg.
Bowling Green, Ohio 43403
Phone: (419) 372-2112

April 12, 1991

MEMORANDUM

TO: Greg DeCrane, Chair
Administrative Staff Council

FROM: Jim Morris, Benefits Manager *Jm*

RE: April 18th meeting of ASC

In regret that I will be unable to attend the special meeting of the Administrative Staff Council on April 18th. I am certain that Chris Dalton, Bob Martin or Gaylyn Finn will be able to respond to the issues and questions indicated in your memorandum of April 10th.

I will gladly provide additional information which might be requested upon my return to campus on April 22nd.

djs



Bowling Green State University

Office of the Vice President
for Operations
Bowling Green, Ohio 43403-0320
Phone: (419) 372-2126
Fax: (419) 372-8446
Cable: BGSUOH

April 15, 1991

MEMORANDUM

TO: Greg DeCrane, Chair
Administrative Staff Council

FROM: Robert L. Martin, CPE *RM*
Vice President for Operations

RE: BGSU Health Care Plan Review

Please be advised that, as noted in my memorandum to you on March 26th, another group of meetings has been scheduled with employee groups and our Costeffex Consultant. The purpose of the second group of consultations is to review and discuss the results of the initial fact gathering meetings about our Health Care Plan.

The Administrative Staff Council Executive Committee and Welfare Committee Chair are scheduled to meet from 11 a.m.-noon, April 24th in the Board Room, 10th floor, Administration Building.

We look forward to your group's attendance at this very important meeting.

has

cc. Dr. Paul J. Olscamp
Dr. J. Christopher Dalton
Gaylyn Finn
Jim Morris



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: Paul Yon, Member ASC
FROM: Greg Jordan, Secretary
RE: Attendance
DATE: April 15, 1991

Thank you for your March 14 memo regarding the ASC attendance policy. I do understand the points you bring up for consideration. This topic was discussed at the April 9 Executive Committee.

To summarize, it is the opinion of the Executive Committee that, at this time, we feel the attendance policy should remain as written. While the Executive Committee recognizes the fact that every member, at sometime during the year, may have some kind of professional obligation that would take precedent over ASC, we still feel it is important that the elected representative make every attempt to attend meetings to enhance the two-way communication process. The policy, as written, is very "black and white" with regard to being absent (ie. either you were or were not there). It is felt that we do not want to put the Secretary in a position to make decisions on what constitutes an "excused" absence. However, in the event that the matter would be forwarded to the Executive Committee, I am left with a sense of "flexibility" at that level. Frankly, quite often, the ASC member who has a real difficulty in attendance usually resigns prior to sending the matter to the Executive Committee. I am sure that the Executive Committee would consider the extenuating circumstances surrounding each absence.

I would like to note my appreciation for your communication regarding this matter. As a former Chair of ASC, I know of your commitment to Council. I would be happy to discuss this matter with you at your convenience. Please feel free to contact me if you have any questions.

cc: G. DeCrane ✓
J. Kaplan



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Jan Ruma*

FROM: Greg Jordan, Secretary

RE: Attendance at Administrative Staff Council Meetings

I would like to call your attention to Article I, Section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

According to my records, you have been absent three times this year. Therefore, any additional absence will result in initiation of the policy to remove you from office.

The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in the business of Council in order to be able to report back to and give input of their constituents.

Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Chris Dunn*

FROM: Greg Jordan, Secretary

RE: Attendance at Administrative Staff Council Meetings

I would like to call your attention to Article I, Section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

54

TO: Tim Beans

FROM: Greg Jordan, Secretary

RE: Attendance at Administrative Staff Council Meetings

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Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

55
Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Joan Morgan*

FROM: Greg Jordan, Secretary

RE: Attendance Policy at Administrative Staff Council Meeting

I would like to call to your attention Article I, Section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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According to my records, you have been absent two times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

May 2, 1991
June 6, 1991

cc: G. DeGrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

56
Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Gail McRoberts*

FROM: Greg Jordan, Secretary

RE: Attendance Policy at Administrative Staff Council Meeting

I would like to call to your attention Article I, Section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



Bowling Green State University

57

Administrative Staff Council
Bowling Green, Ohio 43403-0373

TO: *Bob Graham*

FROM: Greg Jordan, Secretary

RE: Attendance Policy at Administrative Staff Council Meeting

I would like to call to your attention Article I, Section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

May 2, 1991
June 6, 1991

cc: G. DeCrane, Chair
J. Kaplan, Chair-Elect

gr



MEMORANDUM

TO: Jane Wood
EDAP

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

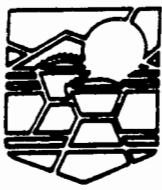
RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Bookstore Advisory Representative has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Linda Swaisgood
Public Relations

FROM: Greg DeCrane, Chairman
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Parking Representative has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Ed O'Donnell
Food Operations

FROM: Greg DeCrane, Chair *GD*
Administrative Staff Council

DATE: April 25, 1991

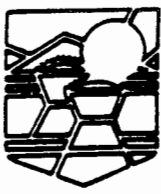
RE: End of Year Committee Reports

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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Paul Yon
Jerome Library

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

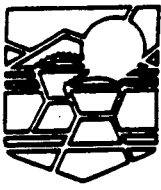
RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Chair of the Early Retirement Incentive Program Committee has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Jill Carr
On-Campus Housing

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Chair of the Professional Development Fund Committee has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Greg Jordan
Ice Arena

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Chair of the Bylaws Committee has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Gale McRoberts
Graduate College

FROM: Greg DeCrane, Chair *GD*
Administrative Staff Council

DATE: April 25, 1991

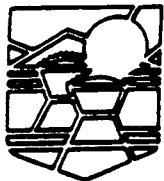
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Tom Gorman
University Placement

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Chair of the Professional Development Committee has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Ann Bowers
Jerome Library

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

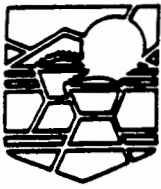
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Jim Treeger
University Union

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Wayne Colvin
Greek Life

FROM: Greg DeGrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Chair of the Inequities Committee has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: John Buckenmyer
University Bookstore

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

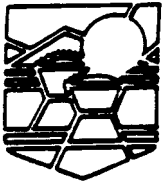
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Barry Piersol
College of Technology

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Gale Richmond
Jerome Library

FROM: Gregg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Jane Schimpf
Food Operations

FROM: Greg DeCrane, Chair *[Signature]*
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Dean Purdy
Student Affairs

FROM: Greg DeGrane, Chairman
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Charles Schultz
Computer Services

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

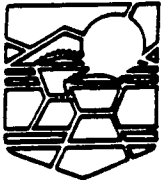
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Tonia Stewart
On-Campus Housing

FROM: Greg DeGrane, Chair
Administrative Staff Council

DATE: April 25, 1991

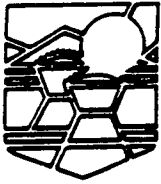
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Laura Emch
Student Employment and Financial Aid

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

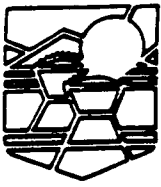
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal



MEMORANDUM

TO: Diane Regan
College of Arts & Sciences

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

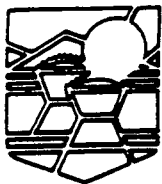
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Josh Kaplan
Health Center

FROM: Greg DeGrane, Chairman
Administrative Staff Council

DATE: April 25, 1991

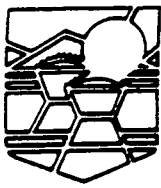
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal



MEMORANDUM

TO: Suzanne Crawford
Continuing Education

FROM: Greg DeCrane, Chairman
Administrative Staff Council

DATE: April 25, 1991

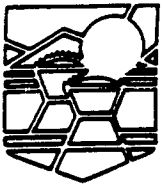
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To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

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GD/bal




Bowling Green State University

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Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Gregg DeCrane, Chair 
ASC

DATE: April 30, 1991

RE: Proposed Health Care Contributions Plan

Please review the proposal attached, share it with your constituents and come to Thursday's meeting prepared to discuss it.

May 1, 1991

Gregg DeCrane, Chair
Administrative Staff Council

Dear Gregg:

In your position as Chair of the Administrative Staff Council, I would like you to know of my concerns with the ever-increasing workload being expected of the administrative staff on this campus. This has become even more obvious in view of the budgetary constraints we are currently experiencing.

Only administrative staff are expected to work more than the standard 40-hour week without any type of compensation. The classified staff are given overtime pay or compensatory time and faculty members are compensated for a larger-than-normal teaching load. I have not been concerned with this disparity in the past as the additional workload was occasional, manageable and something I had come to expect with a contract position.

However, during the past several years, administrative staff have experienced an increasing work expectation as the University and other agencies mandated additional programs or duties without a concomitant increase in staffing to manage these increases. When the workload of an office staff is already at its maximum, an administrator is faced with directing these additional duties to classified staff and paying overtime, compensatory time or giving the additional duties to an administrative staff member who must work additional hours to complete the added responsibilities but with no cost to the office budget.

Allow me to provide you with two examples from our office:

- The University has focused much attention on the development of scholarships to recruit students. The development of scholarship programs is also popular among private agencies, businesses and individuals. In fact, many scholarships have been established within the past three years at the institutional, state, federal and private levels. As is usual and customary, the administration of these varied programs is placed with our office and, because we cannot give the additional responsibilities (development and handling of selection processes, reporting to the funding agencies, reviewing appeals as well as handling student, parent and agency contacts with the office) to a classified staff member without creating an overtime situation, the responsibility for these programs has been placed with an administrator who must incorporate these responsibilities into an already-full workload.
- We are currently in the process of installing two systems through Project 90. Though we were able to hire one additional person to

-2-

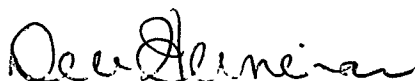
assist in these processes, we have also had to redirect the responsibilities of an administrative staff person to be fully dedicated to the Project 90 implementation. Her office responsibilities have been reassigned to other administrative staff members who must assume these additional tasks for the next two-year period, at least, without additional compensation. And, the administrative staff are expected to contribute to the installation, conversion and testing processes for these systems.

As I mentioned earlier, I am not opposed to working additional hours from time-to-time, but the increasing expectations of my supervisor, my staff, the institution and outside agencies added to my workload require that I work more than the standard 40-hour week all year. With the hiring freeze and the budget reductions, I do not foresee that such will end soon. Rather, I expect that the demands will increase as we are forced to do as much, or more, with less.

It may also be helpful to know that all of the administrative staff in our office recently received notices that, unless they used vacation time before July 1 of this year, they would lose the days accrued above the 44-day maximum. We are in a situation where we cannot afford to take the benefit of our vacation days due to the amount of work that will pile up during our absence. If we do take vacation, we end up having to work overtime prior to leaving for vacation and having to work overtime upon our return to complete our tasks. This does not make the option of taking a vacation a very attractive one.

It may be time for the Administrative Staff Council to pursue the possibility of some type of compensation for administrative staff in overtime situations or a definite plan for flexible schedules (which is currently an option but not a freely-exercised one across campus). It is my hope that this letter will provide you with some information concerning the issue of overtime for administrative staff. Thank you.

Sincerely,



Deb Heineman
Associate Director, FASE



Bowling Green State University

Medical Director
Student Health Services
Bowling Green, Ohio 43403-0147
(419) 372-2271
Cable: BGSUOH

5/2/91

MEMORANDUM

TO: Greg DeCrane

FROM: Josh Kaplan *Josh Kaplan*

RE: Insurance Committee

Insurance Committee met frequently this year, initially approaching somewhat deliberately the task of restructuring the benefits package. The last few months were more hectic as the state-wide budget crisis forced the University to react more abruptly.

Specific accomplishments:

1. We assisted in the decision to hire Costeffex as a consultant.
2. We met with Costeffex to discuss the concerns of the members and their constituents.
3. We prepared "Goals for BGSU Health Care Plan." This listed some assumptions about our present plan, with regard to its strengths, its purpose, and areas where cost saving might be possible and appropriate. It then listed specific goals for what a revised plan should include, stressing comprehensive health care benefits as well as attempts to control costs. This document was distributed to constituents and the constituent groups' Welfare Committees, and reprinted with these groups' concerns incorporated. This document was extremely helpful in allowing the Insurance Committee to provide input to the Benefit Package Cost Reduction Team.
4. We endorsed the Administration's "Proposed Health Care Contribution Plan for 1991-92."

Insurance Committee will continue to be an important committee for 1991-92. It provides an opportunity to provide input into decisions about benefits. Perhaps even more important, it helps keep us informed. The Insurance Committee, meeting regularly with Gaylyn Finn and Jim Morris, was kept up to date about where we were regarding decisions about benefits changes. We also were able to receive a great deal of information about our benefits package, as Jim Morris in particular was exceedingly cooperative. I expect that information will continue to be the most valuable benefit of this committee, as we have recently demonstrated that there are other ways to provide effective input to the decision making process.



Bowling Green State University

Affirmative Action/Handicapped Services
Bowling Green, Ohio 43403-0013
(419) 372-8495
Cable: BGSUOH

May 8, 1991

Gregg DeCrane
Assistant Vice President
Student Affairs

Dear Gregg:

Several weeks ago I received a copy of your memorandum to Dr. Chris Dalton supporting the resource needs of the Affirmative Action Office in this years' budget process. I shared the memo with members of the Equal Opportunity Committee, and it was my understanding that they would follow-up with a thank you note to you and the ASC Executive Council.

I am deeply appreciative to you and the Administrative Staff Council for your support in this regard. Your letter to Dr. Dalton was important as a sign of support for our efforts this past year. More importantly, your letter conveyed the personal sensitivity that members of the Administrative Staff Council feel for issues of equity, opportunity and diversity in our University. While I am not surprised, it is still invigorating to note the reaffirmation of this significant group to the ideals embodied by our affirmative action and equal opportunity commitment.

The most critical role in achieving our goals in this area must be played by our administrative staff. It simply cannot be done without your substantial contribution. The letter of support to Dr. Dalton is but another indication of the willingness of BGSU's administrative staff to provide the necessary leadership to bring these goals to fruition. Continued best wishes, and please do not hesitate to contact me if I can be of assistance.

Sincerely,

A handwritten signature in cursive script, reading "Marshall Rose".

Marshall Rose, Director
Affirmative Action

MR

EC: Dr. Josh Kaplan
ASC Executive

Dear Greg DeCane and
Administrative Staff
Scholarship Committee,

A few nights ago I received word from Gail McRoberts that I was named the recipient of the Administrative Staff Scholarship. To be chosen the Award winner out of over 200 applicants is a true honor, and I am both flattered and proud to be selected for this Award.

As an independent student, expenses are sometimes hard to meet and receiving a scholarship helps greatly - especially an Award this generous!

Thank you once again, and I look forward to meeting you all at the reception next fall.

Sincerely,
Cathleen
Kesh



Bowling Green State University

Affirmative Action/Handicapped Services
Bowling Green, Ohio 43403-0013
(419) 372-8495
Cable: BG5UOH

87

May 8, 1991

Gregg DeCrane
Assistant Vice President
Student Affairs

Dear Gregg:

Several weeks ago I received a copy of your memorandum to Dr. Chris Dalton supporting the resource needs of the Affirmative Action Office in this years' budget process. I shared the memo with members of the Equal Opportunity Committee, and it was my understanding that they would follow-up with a thank you note to you and the ASC Executive Council.

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Sincerely,

A handwritten signature in cursive script, reading "Marshall Rose".

Marshall Rose, Director
Affirmative Action

MR

XC: Dr. Josh Kaplan
ASC Executive

May 13, 1991

MEMORANDUM

TO: Greg DeCrane, Chair
Administrative Staff Council

FROM: Charles Schultz 

SUBJECT: End of Year Committee Report

Pursuant to your request, as contained in your memorandum, dated April 25, 1991, subject as above, the following report is submitted:

During the past year I served my first year of a three year term as the Administrative Staff representative to the Human Subjects Review Board (HSRB).

The Human Subjects Review Board was established in compliance with federal regulations to oversee the obligations of Bowling Green State University with respect to human subjects. When people are involved as subjects in research or related activities conducted under university auspices, both the institution and individual researchers are responsible for assuring that the rights and welfare of participants are adequately protected. The HSRB reviews all research proposals involving human subjects to insure that their rights and welfare are protected and that the benefits of the research outweigh the potential risks (if any) to the subjects. The board, which consists of 22 members, meets once a month to review proposals submitted during the preceeding month. Approximately 15 proposals come up for review monthly, where they are examined individually and the determination made that the project should be (1) approved, (2) disapproved, (3) approved with modifications, or (4) deferred for later action.

While the work of the HSRB performs a necessary and valuable function, and although it is an interesting diversion from the daily routine, I cannot truthfully say the Administrative Staff representative to this board brings to it anything of particular value. Nothing that this board is in involved in relates to Administrative Staff. The task of the board is to review written research proposals and insure that they meet the prescribed guidelines. Other than myself all remaining members of the board, with four exceptions, are faculty. The other non-faculty members are one representative from the Student Health Center, one representative from Wood County Hospital, one representative from the Wood County Board of Education, and the Director of Research Services.

If you have any questions regarding this report, please do not hesitate to contact me.

Thank you.



Bowling Green State University

University Food Operations
Bowling Green, Ohio 43403-0311
(419) 372-2891
Cable: BGSUOH

May 14, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Jane Schimpf, Director
Food Operations

SUBJECT: Monitor Advisory Report

The committee did review several letters to the editor this year. In only one "incident" did we agree not to publish due to the derogatory language directed to an individual.

Although the role of the committee is simple, I believe the editor needs this support group to insure "quality" printed inclusions in the Monitor.

JS:cc



MEMORANDUM

TO: Mr. Gregory DeCrane, Chair
Administrative Staff Council

FROM: Dr. Philip R. Mason, Secretary
BGSU Foundation, Inc.

DATE: May 15, 1991

SUBJ: Grant Request for Ferrari Award

Phil

The Board would like to express its appreciation to you and the Administrative Staff Council for its commitment to BGSU. Your dedication to and success with the Administrative Staff Scholarship is certainly one example of that commitment.

The Board considered your request for matching funds up to \$2,500 for the Ferrari Award. Unfortunately, we have decided not to take any action at this time. However, this does not preclude you from re-submitting this in the future.

As you may know, many grant requests are submitted to the Foundation. Unfortunately, all cannot be met. Deciding how to disburse available funds is not an easy task.

I would encourage you and ASC in pursuing your goals. Your role here at BGSU is one of importance. Best wishes.

jh

grantreq p2



Bowling Green State University

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403-0080
(419) 372-8262
FAX: (419) 372-8446
Cable: BGSUOH

May 23, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair, Administrative Staff Council and
Assistant Vice President for Student Affairs
University Student Activities

FROM: J. Christopher Dalton *Chris Dalton*
Vice President for Planning and Budgeting

SUBJECT: ASC Request for Standard IRS Mileage Reimbursement

Gregg: In response to your correspondence concerning ASC's recommendation to increase the level of automobile travel reimbursement rate to the standard IRS mileage rate, this concern has been discussed by the President's Administrative Council. Although the request is reasonable, Administrative Council does not feel that we can increase this mileage reimbursement rate at the present time, given the current budget situation. Please relay this information to ASC.

sf

copy: President Olscamp
Administrative Council



Bowling Green State University

Department of Finance
Bowling Green, Ohio 43403
(419) 372-2520
Cable: BGSUOH

May 23, 1991

MEMORANDUM

TO: Leigh Chiarelott
Vice-Chair, Faculty Senate

FROM: Stephen Skomp, Chair *SS*
University Parking Committee

RE: Annual Report

The University Parking Committee met at eight regularly scheduled meetings during the 1990-91 academic year. In addition, the Committee Chair met on one occasion with the Vice-president for Operations. The Parking Manager was also present at this additional meeting.

Discussions and recommendations focused on one of four areas of concern:

1. Requests for special parking privileges
2. Changes in parking policy
3. Changes in parking structure and/or characteristics
4. Alternative methods of funding parking-related operations

The first area covered normal requests from a wide range of university constituents. The second included a committee recommendation concerning VIP parking. The third involved such areas as increasing short-term metered parking spaces near resident halls for student loading/unloading purposes, and restricting student access to Lot 17 (behind the Union) during weekends.

The fourth area, which consumed much committee time this year, reflects the Administration's interest in receiving input from the UPC during the planning process, consistent with the understanding developed between the VPO and the UPC this time last year. The committee made recommendations concerning the use and funding of decals, the shuttle service, short-term loading spaces, and Lot 4, which is currently leased at what appears to be an unreasonably high cost. Most of these recommendations are under consideration.

Dr. John Howe was elected Chair of the UPC for the 1991-92 academic year.

(upc917/upc)




Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Dick Newlove
President, Board of Trustees

FROM: Gregg DeCrane 
Chair, ASC

DATE: May 29, 1991

As I leave my position as Chair of Administrative Staff Council, I want to thank you for your assistance during the past year. Your leadership in helping ASC and CSC gain a representative seat is most appreciated in that the position has proven invaluable. I only hope I have been able to contribute to the meetings and socials as much as I have received in return. I also wish to express my thanks for your comments at the May meeting which recognized the contributions of ASC in the Health Benefits deliberations. I will give Mr. Mahaney the benefit of the doubt in terms of our non-inclusion in his remarks as simply being an oversight.

Best of luck during your final year as President of the Board of Trustees. If I can be of assistance in any manner, please give me a call.

GD/bal
pc: Greg Jordan, ASC Secretary



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Phone: (419) 372-2211
FAX: (419) 372-8446
Cable: BGSUOH

May 29, 1991

MEMORANDUM

TO: Kathy Eninger, Chair
Classified Staff Council

FROM: Lester E. Barber
Executive Assistant to the President

A handwritten signature in cursive script, appearing to read "Les".

RE: Your Question *re* Designated Replacements for
Board of Trustees Meetings

I have discussed your question with President Olscamp and with Chairman of the Board Dick Newlove, both of whom responded positively. You may, therefore, consider this letter a clarification of procedures for Classified Staff and Administrative Staff representatives to the Board.

If a scheduling conflict or illness prevents the chair of Classified Staff Council or the chair of Administrative Staff Council from attending a Board of Trustees committee meeting, a Board dinner, or the official Friday morning meeting of the Board, they may delegate another member of their executive committee to attend in their place.

dmm

xc: Richard A. Newlove, President, University Board of Trustees
Paul J. Olscamp, President
✓ Gregg DeCrane, Chair, Administrative Staff Council



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: President Olscamp
Vice-Presidents Clark, Dalton, Edmonds, Martin, Mason
Faculty Senate
Classified Staff Council
John Moore
Carl Lipp
Carl Peschel
Les Barber

FROM: Greg Jordan, Secretary
Administrative Staff Council

RE: 1991-92 Officers

DATE: June 1, 1991

Please be advised that effective July 1, 1991, the officers for Administrative Staff Council will be:

Chair: Dr. Josh Kaplan, Student Health Services
Chair-Elect: Ann Bowers, Archival Collections
Secretary: Deb McLaughlin, Public Relations

All appropriate correspondence, as well as changes in budget administrators, should be directed to the applicable person.

Thank you for your attention in this matter.

gr



Bowling Green State University

Residential Services
 425 Student Services Building
 Bowling Green, Ohio 43403-0142
 Residence Education, (419) 372-2456
 Residence Management, (419) 372-2456
 On-Campus Housing, (419) 372-2011
 Off-Campus Housing, (419) 372-2458
 Greek Life, (419) 372-2151
 Cable: BGSUOH

June 3, 1991

MEMORANDUM

TO: Members of the Inequities Committee
FROM: Wayne S. Colvin *Wayne S. Colvin*
RE: May 7 meeting with Vice President Martin and Vice President Dalton

On May 7, Gregg DeCrane, Bob Martin, Chris Dalton and I met to discuss the task of the committee and the issues surrounding the collection of data. We had a productive and frank conversation on the issues and the concerns of the committee and administrative staff in general.

The Vice Presidents were going to consult with Ad Council during the next two weeks about the issues that we raised during our meeting. I was to call Bob Martin on May 21 to address further the issues we raised and also the opinions and decisions that Ad Council develops over those two weeks.

I called Bob Martin regarding Ad Council's opinion on this issue. However Ad Council had not met. I am to call Bob Martin on June 5th to discuss the issue as hopefully, the Ad Council will have discussed it by then.

We will be in touch with you as soon as possible after my June 5th discussion with Bob Martin, on the direction that we will follow. If you have any questions, please feel free to contact me. I hope everyone is having a fun-packed end of the semester.



Bowling Green State University

University Food Operations
Bowling Green, Ohio 43402-0311
(419) 372-2891
Cable: BGSUOH

TO: Gregg DeCrane, Chair
FROM: Ed O'Donnell, ACGFA Committee Member *EOD*
RE: Committee Report
DATE: June 3, 1991

As requested I am sending a report of the committee that I served on this past year. Being the first time on this committee, it certainly was an eye opener!

The meetings, chaired by Bob Arrowsmith, began Saturday, February 9, 1991. The group consisted of representatives from the various student organizations on campus as well as a Faculty and Administrative Staff representative.

Each student organization which was interested in receiving general fee allocations had to present a budget to the committee. The groups usually began with a history of their organization and what goals and objectives the organization had planned. Then the organization would detail their projected income and expenses.

Time was allocated for the committee members to ask questions in regards to the groups budget as well as to question the group as to whether they incorporated the recommendations that ACGFA had made the year prior.

By Sunday, March 3, 1991, each budget request was considered and the group spent considerable time determining, based on available funding, what each group would receive. One group lost its funding because it, twice, failed to show up for its budget presentation. Several other groups were denied funding because they did not meet the necessary criteria to receive General Fee allocations.

Enclosed is a copy of the ACGFA recommendations for 1991-92. If you have any questions, please feel free to give me a call.

Although this committee takes a great deal of time, approximately 5 weekends, I do feel the time was well spent. Something everyone should do once in their career!



Bowling Green State University

College of Arts and Sciences
Office of the Dean
Bowling Green, Ohio 43403-0210
(419) 372-2015
Cable: BGSUOH

June 3, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Diane Regan *Diane R.*
EOC

SUBJECT: Annual Report for 1990-91

I am pleased to provide you with a written report of the activities of the EOC for 1990-91. Please note, however, the report is mine and should not be construed as the official report of the Committee which has just been submitted to the Faculty Senate by Dr. Elliott Blinn, Chemistry, Chair of the Committee for 1990-91.

The EOC met monthly with Mr. Marshall Rose, newly appointed Director of Affirmative Action/Handicapped Services to review current activities and offer counsel as appropriate.

In addition, the Committee:

Met with Vice President Martin to discuss the University's position on 'accessibility' and the implementation of shuttle service vans that were not handicapped accessible; made several recommendations to Martin about addressing the matter including the posting of signs, informational brochures and news releases to the campus community; endorsed USG Resolution 90-91-5 (Accessibility to Campus Buildings) and supported funding through the Local Capital Improvements Fund;

Discussed ways in which BGSU could become more attractive to minority faculty, including establishing post-doc fellowships for minorities and establishing linkages with traditionally Black institutions for recruiting purposes; a draft proposal for an 'Inter-University Post-Doctoral Fellowship Program' was sent to a sub-committee for review and comment;

Provided preliminary feed-back to Personnel on the proposed Administrative Staff hiring procedures and suggested changes which would help ensure adherence to our commitment to equal opportunity;

Examined hiring practices within the Athletic Department with regard to adherence to AA/EOC guidelines;

Gave preliminary consideration to sections of a Senate proposed FPCC grievance procedure relevant to the scope of the EOC (i.e., handling claims of discrimination based on age, race, sex, national origin, life-style orientation, etc.);

Greg DeCrane
Page 2
June 3, 1991

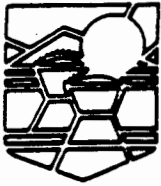
Unanimously endorsed an Internal Reorganization Policy which will be forwarded to Faculty Senate, Administrative Staff Council and Classified Staff Council for consideration;

Unanimously endorsed a resolution on Amorous Relationships Between Instructional Staff and Students which will be forwarded to Faculty Senate for their action;

Gave preliminary consideration to a Resolution on the Department of Defense's Exclusionary Policy Against Homosexuals in ROTC Programs.

Several of the issues listed above will be continued on the agenda for 1991-92. Dr. James Litwin, administrative staff representative to EOC, will serve as committee chair next year.

Please feel free to share this report with interested members of Council and to call me if you would like additional information.



Bowling Green State University

Copy

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Greg Jordan Jan Ruma
 Deb McLaughlin Jill Carr
 Ron Zweirlien Pat Kohler
 Cindy Colvin Ann Bowers
 Charles Schultz John Buckenmyer

FROM: Gregggggggggg *[Signature]*

DATE: June 4, 1991

RE: Firelands Trip

The ASC Executive Council Spring Road Trip to the Firelands Campus will be, as you already know, on Tuesday, June 11, 1991. We will leave from the Student Services Bldg. parking lot at 8:00 a.m. Our meeting will begin at 10:00 a.m. and will be followed by lunch. After lunch, those who wish to play golf (Jordan, Zweirlien, Schultz, Kohler, Buckenmyer, DeCrane) will tee-off at Thunderbird Hills. Jill Carr has indicated a possible interest in being Pat's caddy. For those not playing God's game and wishing to do other exciting things, (McLaughlin, Colvin, Ruma, Bowers) a list of places is being developed by our hostess, Penny Nemitz, which will include malls, antique shops, etc.

After doing our thing for the afternoon, the group has indicated a desire to get together for dinner, probably about 6 or 6:30 p.m. There are a number of restaurants in the area we can choose from with the Brown Derby being one that was excellent in the past. We should return to Bowling Green around 9-9:30 p.m.

Transportation will be provided in the form of two vans. We should have a great meeting as well as a great time. Our colleagues at Firelands are super people and the facility is a gem.

GD/bal
pc: Penny Nemitz

person can use the service (e.g., 15 times a month only) or denying service because the van isn't full would run counter to the "comparable service"

Plans

The ADA requires that transit agencies submit plans on how they will provide service, the plans must include:

- information on the service (e.g., overall service, number of accessible vehicles);

- a description of existing paratransit service;

- a description of the proposed paratransit service that would comply with the ADA (including budget, timetable for implementation and changes to existing service).

Plans would also have to note if paratransit is offered by a provider other than the transit agency. Transit agencies would not be required to duplicate service, but would have to supplement gaps in the other provider's service. For example, a private company may transport disabled people to and from a hospital twice a week. That service alone would not qualify as "complementary paratransit" under the ADA.

Also, transit agencies would have to allow the general public to participate in crafting the plan. Agencies should hold hearings, provide a comment period and make outreach efforts to disabled people and disability organizations. Plans should be available in accessible formats (braille, taped).

The ADA requires that initial paratransit plans be submitted (generally to state transportation agencies) by Jan. 26, 1992. The Urban Mass Transportation Administration (UMTA) at DOT will have final say in approving the plans.

DOT did not set an effective date for plans to be fully operational, pointing out that communities will differ in their ability to implement paratransit. Instead, the proposed rule would allow transit agencies to phase in paratransit service beginning Jan. 26, 1992. The department wants comments on whether a 5-year phase-in period would be appropriate for ADA-related paratransit.

Paratransit rule would apply to public universities, DOT says

Will public universities have to provide paratransit under the ADA, in addition to any campus shuttle service they may provide? According to the Department of Transportation, the answer is yes.

Title II of the ADA applies to public entities operating fixed-route transportation service. Commenters to DOT have argued that college transportation systems should not be covered by the act because they serve only a limited population (students and faculty), not the general public.

But DOT has rejected that argument, noting that the statute contains no explicit exemption for colleges and universities in this area (the law exempts only public school transportation provided by elementary and secondary schools). Public universities are clearly public entities, the department said in the preamble to proposed ADA rule changes, adding that most campus bus systems are fixed-route transportation systems as defined by the ADA (i.e., travel along a prescribed route according to a fixed schedule).

~~As a result, public universities would be subject to the same transportation requirements as other public entities. That means acquiring only accessible new vehicles, making accommodations for disabled riders, providing accessible route and schedule information, etc.~~

~~It would also mean providing paratransit.~~ As a public provider of fixed-route service, DOT said, a university would be subject to the complementary paratransit requirements and eligible to apply for a waiver based on undue financial burden. The department wants comment on whether paratransit requirements for public universities should be modified in the final rule.

Private universities, DOT said, would be covered by Title III of the ADA, which applies to private entities not primarily engaged in the business of transporting people. Consequently, they would not be required to provide paratransit, although under both section 504 and the ADA, their regular shuttle services would have to be accessible to disabled riders.



Bowling Green State University

102
University Activities Organization
Third Floor-University Union
Bowling Green, Ohio 43403-0155
(419) 372-2343
Cable: BGSUOH

June 5, 1991

To: Gregg DeCrane

From: Gale Swanka *CS*

Re: Report to Administrative Staff Council

Gregg, since I will be attending the accreditation meeting tomorrow, and thus may not be able to attend the ASC meeting, I am providing you with a preliminary report on the Human Relations Commission. I will provide you with a more complete report next week.

The Human Relations Commission met once per month during 1990-91. The activities of the Commission included programs in cooperation with the City of Bowling Green and several University departments, and also included public relations efforts. The programs with the City of Bowling Green focused on Black History Month and Hispanic Awareness Month. Within the University, the Commission assisted with a newsletter produced by Institutional Research, co-sponsored the Ethnic Studies Conference, and also co-sponsored the Spelman College Jazz Ensemble. The goals of the Commission in assisting with these programs was to support activities which raised awareness about diverse cultures and activities. Internally, the Commission developed a new logo and stationary, as a means of gaining recognition on campus and in the community.



Bowling Green State University

Financial Aid and Student Employment
450 Student Services Building
Bowling Green, Ohio 43403-0145
(419) 372-2651

MEMORANDUM

TO: Administrative Staff Council
FROM: Laura Emch
DATE: June 5, 1991
RE: University Computing Council
End of Year Committee Report

This has been an important and very busy year for U.C.C. To help explain the functions and major activities of this committee, I am attaching the University Computing Council's annual report to Faculty Senate.

Administrative Staff representation to this committee is vital. As an active participant of UCC, I have promoted and educated other UCC members in administrative needs and view points. A very visible result of this work is the \$25,662 computer equipment grant given for the first time this year to an administrative unit. The Monitor's article describing this grant award is also attached to this report.

Next year, UCC will deal with prioritizing equipment budgets, networking, and security issues, and other University resource questions. I have truly enjoyed being a representative of this committee and pledge to do my best in my last term year next year.

LE:ca



Bowling Green State University

104
Department of Geology
Bowling Green, Ohio 43403-0218
Telephone (419) 372-2886
FAX: (419) 372-7205
Cable: BGSUOH

MEMO

TO: Faculty Senate Office
FROM: Joseph Frizado, Chair *gf*
University Computing Council
Date: June 3, 1991
RE: Annual Report

The past year has been an extremely busy one for the University Computing Council (UCC). In addition to the normal activities of providing guidance to University Computer Services (UCS) at the University level, the committee was also called upon to assist in the Residence Hall Computer project, develop a new five year plan for computing at BGSU and develop a subcommittee structure for UCC to augment our technical expertise on specific issues.

NORMAL BUSINESS

UCC met twelve times during the past academic year. This does not include subcommittee meetings of both ad hoc and permanent subcommittees. The function of UCC is to serve as an advisory body to the Director of Computer Services. As such, it recommends policy statements, assists in developing budget requests, and acts as a liaison between the general computing community and UCS. As part of our normal business we reviewed Computer Services' Capital and Personnel Requests and help prioritize them. We also advised UCS on priorities for using OBOR Instructional Equipment funds that were available this year.

SUBCOMMITTEE STRUCTURE

In the past many issues requiring specific expertise were addressed by ad hoc committees. For example, an ad hoc Graphics Committee was created to selected hardware and software to implement a graphics facility as proposed by the Presidential Task Force in 1986. However, after the facility was in place, it became apparent that UCS needed a "user's group" committee to project what the needs for upgrading the facility would be as well develop policies as to how the facilities should be used. In this manner, the ad hoc committee achieved a semi-permanent stature with no direct linkage to normal university governance. Several other committees were in a similar

situation with it fast becoming unintelligible what committee reported to whom about what.

During the past year, UCC decided to revamp its own structure to include permanent subcommittees. The structure of each subcommittee is essentially the same. The Chair of the subcommittee is chosen by UCC. The Chair of UCC, the Director of UCS, and the Chair of the subcommittee select committee members for a one year term. UCC decided that three subcommittees were required at present; a Network Committee to oversee University-wide networking, a Research Facilities Committee to oversee specialized computer facilities (such as the Graphics Laboratory, the Workstation Laboratory, etc) and a Security Committee to oversee any issues concerning computer security. Dr. Comer Duncan (Department of Physics) is chair of the Network Subcommittee. Dr. Charles Applebaum (Department of Mathematics and Statistics) is chair of the Security Committee. Both of these committees were active during the past academic year while the Research Facilities Committee will be activated next fall.

Network Committee

The Network Committee had the arduous task of developing a hardware, software and policy structure for the development of a campus-wide backbone network. They developed several policies covering how the network can be used and what criteria are needed to keep the network operational. They developed a series of "rules of the road" for units of the University to be granted access to the backbone network. Many of these discussions are of a highly technical nature and are continuing as the network grows. Each policy developed by the Network Committee was reviewed by UCC prior to implementation.

Security Committee

As the campus network grows, as microcomputers appear in residence halls, and as Project 90 is implemented, a larger portion of the University community will need access to certain aspects of our computer resources. As networking and intercommunicability increases, security issues become of paramount importance. Who will have access to what information and how can the system(s) be protected? The initial report of this committee included a recommendation for placing the administrative computer system on the campus-wide backbone with a new security system. By testing such a configuration ,we should be able to know if we can reap the additional financial savings that networking will bring without loss of data security and integrity.

Two ad hoc subcommittees also worked on other specific issues this year, the Third Party Microcomputer Committee (Joe O' Loughlin, Firelands, Chair) and the Microcomputer LAN Grant Committee. The Third Party

Microcomputer Committee is charged with advising UCC on the selection of an additional computer vendor for the University. This vendor will offer MS DOS compatible microcomputers. The committee has not yet completed its work. The LAN Grant Committee was charged with making recommendations on the disbursement of funds to units for the acquisition of microcomputers, printers, software, etc. to create new local area networks (LANs) for optimal use of equipment. Although not all of the requests could be satisfied with available funds, six units will receive (or have received) equipment from this grant program.

FIVE YEAR REPORT

One of the most important responsibilities of UCC to to advise UCS as to what we think the future direction of computing at BGSU should be. This responsibility was met by producing a new five year plan for computing. The executive summary of the plan is attached to this report. The reports addresses projections for Academic Computing, Administrative Computing, Networking, Security and Organization.

RESIDENCE HALL COMPUTERS

During the past year UCC was called upon several times to comment on the proposed plans for having residence hall rooms "computerized". As the experimental phase of the project was started, UCC reviewed the responses to the request for proposals for microcomputer systems and made a detailed report to Drs. Christopher Dalton (Vice President for Planning and Budgeting) and Mary Edmonds (Vice President for Student Affairs) requesting a multi-platform approach with a eye towards integrating these computers into the campus backbone. Our recommendations were utilized in finalizing the structure of the experiment and a single residence hall will be used as a test case in academic year 1991-92.

SUMMARY

As a member of UCC for the last three years, this year stands out as the beginning of a "watershed" period for computing at BGSU. The campus network is building rapidly and as its expands more people at BGSU will have access to more computer resources. Policies that would only affect a few users in the past now have far reaching implications and required more study before being implemented. As Project 90 comes to fruition, there will be a demand for more microcomputer access points and a greater need for security on our administrative systems. Security issues require closer scrutiny than in the past as more users access administrative computer systems. The addition of the library and the possible addition of students in the residence halls to the campus network is quickly making UCC a very important committee that will affect many academic and research aspects of the University. During this

year with so many new and important items to be decided, a much greater workload was placed upon this committee. The subcommittee structure developed may help alleviate this problem in the near future, but it should be recognized that the University Computing Council has an extremely important role in mapping out where BGSU is going during the information age.

UCC FIVE YEAR PLAN FOR COMPUTING AT BGSU

Executive Summary

The University Computing Council (UCC) has the responsibility to update and revise the five year plan for computing at BGSU. Every two years UCC revisits the past plan and revises it to project forward new avenues and goals for the next five years. If there is a single long-term goal in this year's report, it is that within five years every faculty member, staff member and student in the University community should have access to the "electronic village" that we are becoming. This goal requires a commitment of time, effort and finances to insure that no area of BGSU is left behind as we move forward. Specific short-term and long term recommendations are summarized as follows:

Administrative Computing

- Users must be trained for the new systems/equipment by an enhanced offering of seminars, improved access to manuals, and documentation.
- Additional hardware must be acquired for individuals, academic departments, and administrative units to access the enhanced administrative systems of Project-90. As additional equipment is acquired, maintenance on existing equipment and the new items must be continually improved.

Academic Computing

- Each faculty member should have a microcomputer. This can be achieved by:
 - ♦ expanding funding and scope of the UCC microcomputer grant program
 - ♦ using University resources to fund college-level plans to provide for a computer on each faculty member's desk.
 - ♦ using *start-up* funds (at the University level) to provide each new faculty member with a microcomputer
 - ♦ improving the faculty/staff/student purchase plan with additional options
- Support facilities should be at two levels- departmental for laser printing, scanning, etc. and University-wide for specialized equipment such as color laser printing and film recording. Instructional Media Services should offer such instructional support.
- The residence hall project should go forward with a five year time frame to have all of the residence hall rooms "computerized".
- The current computer laboratories should be updated for safety and ergonomic conditions when possible. Use of the laboratories can be improved with better documentation, improved training, and providing a safe, clean environment for computing. The laboratories should be made part of the campus network to provide network access to off-campus students as the residence hall project continues.
- Instructional facilities at BGSU will be dramatically enhanced with the addition of the new classroom building. However, planning for computer connections into the classrooms, equipment for the classrooms and how they might be used has be addressed immediately.

Networking

- University Computer Services should provide expertise in helping administrative and academic units choose what type of local area network (LAN) is most appropriate within their area. Individual LANs should be connected to the University-wide backbone network. Financial aid for connections to the backbone should be provided in view of the large cost.
- Connection to the backbone should give faculty, staff and students access to the on-line catalog of the library, access to any of the nonadministrative computers on campus, and access to specialized computer peripheral facilities such as high quality printers, color printers, etc. Faculty and staff should also be able to access instructional facilities and have network access to the administrative system for specific tasks.
- We recommend devoting a new computer to news and off-campus network communication, an easy-to-use electronic mail system, and a campus-wide bulletin board. These communication capabilities should be available to the entire University.

Security

As the interconnections between systems are formed, security and privacy issues will have to be addressed. All users need to be aware of the "openness" of electronic mail. University policies in this area need to be widely publicized and constantly updated based upon current legal opinion. As networking grows, security issues must be addressed *prior to* implementation. The Security Subcommittee of UCC will continue to monitor the situation and will oversee a test of a new security system that should make the administrative system more accessible to the University community, while at the same time providing a high level of protection for the information on the system.

Organization

We would like to reiterate the recommendation of the previous Five Year Plan and the previous two Presidential Task Forces to call for a reorganization of University Computer Services. Diversified systems that include several mainframes, telecommunications for the campus, networking, a graphics laboratory, a workstation laboratory, numerous microcomputer laboratories and microcomputer purchasing as well, may need a different organizational structure in order to optimally function in the 1990's. UCC recommends the formation of a committee to study the possible reorganization of University Computing Services.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: President Olscamp
Vice-Presidents Clark, Dalton, Edmonds, Martin, Mason
Faculty Senate
Classified Staff Council
John Moore
Carl Lipp
Carl Peschel
Les Barber

FROM: Greg Jordan, Secretary
Administrative Staff Council

RE: 1991-92 Officers

DATE: June 1, 1991

Please be advised that effective July 1, 1991, the officers for Administrative Staff Council will be:

Chair: Dr. Josh Kaplan, Student Health Services
Chair-Elect: Ann Eowers, Archival Collections
Secretary: Deb McLaughlin, Public Relations

All appropriate correspondence, as well as changes in budget administrators, should be directed to the applicable person.

Thank you for your attention in this matter.

gr



Bowling Green State University

University Bookstore
Bowling Green, OH 43403-0315
Phone: (419) 372-2851
Telex No.: 9102400956
Easylink Mailbox No.: 62948833

June 6, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: John Buckenmyer, Director *John*
University Bookstore

RE: University Union Advisory Committee Year End Report

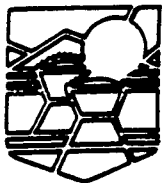
The University Union Advisory Committee met four times to discuss the University Union operation. We were kept informed of issues relating to the Union operation and offered advice to the Union management staff.

At each meeting the Union Director, the Assistant-Director/Conference Director and the University Activities Organization reviewed activities and informed the Committee of upcoming events. Periodic reports were also given on financial condition of the Union and on the Debit Card System.

Action items included review and discussion of the guidelines for use of the foyer area of the Union. The Committee also considered a request from the Human Relations Commission to dedicate a room. The Committee denied the request but did offer suggestions on more appropriate places for such a dedication. A request was also made to Parking Services to change the time available for parking at the meters located behind the Union.

For the upcoming year the Long Range Planning Committee is expected to submit a report finalizing their recommendations.

mh

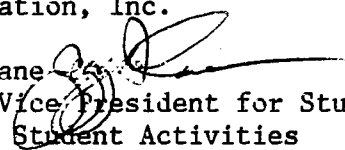


Bowling Green State University

112
Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Phillip Mason, Secretary
BGSU Foundation, Inc.

FROM: Gregg DeCrane 
Assistant Vice President for Student Affairs
University Student Activities

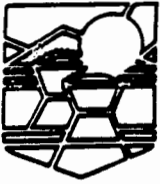
DATE: June 10, 1991

RE: Ferrari Endowment

I appreciate your memo regarding the decision of the Foundation Board not providing matching funds for the Ferrari Endowment. As you can imagine, I am deeply disappointed.

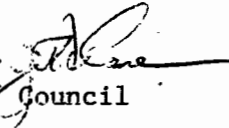
I do wish to re-submit our request at the next available opportunity and would welcome information from you regarding when this would be. I would also appreciate any suggestions you could offer that would make our request more favorable.

GD/bal
pc: ASC Exec.



MEMORANDUM

TO: Dr. Paul J. Olscamp
President

FROM: Gregg DeCrane, Chair 
Administrative Staff Council

DATE: June 12, 1991

RE: ASC Annual Report

Enclosed please find a copy of the Administrative Staff Council's Annual Report for 1990-91. While the report is self-explanatory, there are several included items I wish to expand upon, and a couple more I think need mentioned.

1. Early Retirement Incentive Program - We were frustrated throughout the year by the lack of a response to our repeated request for information on the past ERIP. This lack of information made it impossible for our Ad Hoc committee to study the feasibility of future ERIP.
2. Change in written contract format - There has been no response to our proposal, which was forwarded to Bob Martin on March 13.
3. Salary inequities based on gender - The apparent lack of concern about this problem is surprising in light of the potentially volatile nature of the matter. ASC's intent is to be proactive in studying this situation and asks only for guidance as to what information would be accepted as meaningful. We choose this over an approach that would state what we perceive as a serious problem, which central administration would then have to prove or disprove.
4. Increased demands on administrative staff - The number of comments, calls and letters I have received on this issue during the year has exceeded that for any other topic including benefits. The administrative staff, as you frequently point out, has always been willing to do whatever was needed to get the job done. This included putting in hours well beyond what could be labeled as reasonable. With the budget cuts and hiring freeze of the past 6 months, the impact on administrative staff in regard to carrying the work load has been viewed as disproportionate. One staff member wrote of the situation in this manner....."Only administrative staff are expected to work more than the standard 40 hour week without any type of compensation. The classified staff are given overtime pay or compensatory time and faculty are compensated for larger-than-normal teaching load. I have not been concerned with this disparity in the past as the additional workload was occasional, manageable and something I had come to expect with a contract position."

MEMORANDUM

June 12, 1991

Page two

5. Shuttle Bus - At the last meeting of ASC on June 6, I was surprised to learn during a report from ASC's Parking Committee representative that there are no plans to have the new shuttle bus handicapped equipped. This runs contrary to your statement at ASC's October meeting and the latest D.O.T. ruling that stipulates that public universities acquire only accessible new vehicles for campus shuttle services.

I am sure that Josh Kaplan, serving as new ASC Chair, will continue to pursue these issues. As always, ASC looks forward to working with the central administration and the 2 other employee constituent groups in continuing to make B.G.S.U. the best university it can be.

I have enjoyed my year of service and appreciate your support for myself and the Administrative Staff Council.

GD/bal

pc: ASC Exec.



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Phone: (419) 372-2211
FAX: (419) 372-3446
Cable: BGSUOH

June 21, 1991

MEMORANDUM

TO: Greg DeCrane
Chair, Administrative Staff Council

FROM: Paul J. Olscamp
President

Many thanks for the ASC Annual Report dated June 12. I would like to respond to a couple of the times in it:

Item 1 - Early Retirement Incentive Program. I was not aware that you had requested information about a past Early Retirement Incentive Program, presumably for Administrative Staff. I have never heard of such a program. If there is information about such a program, there is no reason to conceal it from you whatsoever.

Ask
MARTIN
(more?)

By copy of the memorandum to Bob Martin, I am asking that any and all information about the existence of such a plan in the past be made available not only to you, but also to me. However, I want to be clear about one thing: At the present time it is not feasible in my opinion to establish an Early Retirement Incentive Program for Administrators unless they are also eligible for such a program through faculty service.

Item 2 - Request for a change in written contract format. Again, by copy of this memorandum to Bob Martin, I am asking that this item be placed upon the Administrative Council agenda as soon as possible for consideration by that group. I am unaware of proposed changes in the written contract format, and therefore I am unable to respond at this time. I presume you are not referring to substantial changes, and we are always happy to consider such proposals in any event.

Job
description
ask Martin
(more?)

Item 3 - Salary inequities based on gender. In fact, the Administrative Council is looking into this matter carefully and is collecting information about it. We do not want to have any such inequities anywhere in the University and this should be obvious. We

(more ??)

will be working on it and we will get back to you as soon as we have hard and complete data.

Item 4 - Increased demands on Administrative Staff. I am not sure what we can do about this at this juncture. I know there are increased demands on Administrative Staff time particularly in some areas such as Financial Aid where federal mandates have increased the workload while we have been unable to increase the staff due to financial structures. The State of Ohio's current financial situation and our budgetary constraints are no secret to anyone, and for the time being we all have to live with those.

Item 5 - Shuttle bus. I too am surprised to learn that there are no plans to have the new shuttle bus handicapped equipped. By copy of this memorandum, I am asking for a report on this from Bob Martin and from Parking Services. Clearly, we must make provisions for our handicapped colleagues.

Thank you for your note, and congratulations upon the completion of your service as Chair of the Administrative Staff Council. I remain grateful for your assistance.

Best wishes, and I look forward to working with Josh Kaplan.

cc: Mr. Robert Martin
✓ Dr. Josh Kaplan

BGSU COMPARATIVE SUMMARY

	<u>1981- 1982</u>	<u>1990- 1991</u>	<u>% Change</u>
BGSU Educational Budget	\$62.28 million	\$120.71 million	93.80%
Capital Improvements	\$54 million (1970-81)	\$132 million (1982-92)	144.40%
Computers	302; 1 lab	3,455; 21 labs	1044.00%
Dollar Value of Scholarships	\$758,682	\$2.5 million	229.50%
Eminent Scholars	0	3	
Endowment	\$1.1 million	\$32.5 million	2854.60%
Enrollment Ceiling	15,000 FTE	16,000 FTE	6.70%
Entering High School G.P.A.	3.17	3.21	1.30%
Faculty/Student Ratio	16.5:1	16.2:1	-1.80%
Freshmen ACT Composite	22.2*	23.1	4.10%
Freshmen National Merit Scholars	8 (fall 1982)	52; top 25 in U.S. (fall 1990)	550.00%
Grants & Contracts	\$8.6 million	\$15.2 million	76.70%
Library Items	2.3 million	4 million	73.90%
Library Volumes	711,000	1.7 million	139.10%
Mainframe MIPS	1.6 MIPS	15.5 MIPS	868.80%
New Hires - Probationary/Tenured	176 (1973-81)	257 (1981-91)	46.00%
Non-Residential Freshmen	7.10%	9.50%	33.80%
Number of Academic Scholarships	475	1462	207.80%
Number of Alumni Chapters	17	38	123.50%
Number of Colleges (incl. Graduate & Firelands)	7	8	14.30%
Number of Full-Time Faculty	727	729	0.30%
Number of Graduate Assistants	665	922	38.60%
Number of Graduate Students	1882	2310	22.70%
Number of Minority Faculty	39	69	76.90%
Number of Minority Students	948	1075	13.40%

BGSU COMPARATIVE SUMMARY

	<u>1981- 1982</u>	<u>1990- 1991</u>	<u>% Change</u>
Number of Non-Traditional Students (25+)	383 (1982-83)	1379	260.00%
Number of Ph.D. Departments	9	14	55.60%
Percentage of Freshmen in Bottom 50% of High School Graduating Class	9.40%	6.90%	-26.60%
Percentage of Freshmen in Top Two ACT Quartiles	59%	80%	35.60%
Probationary and Tenure Track	657	629	-4.30%
Probationary/Tenured Faculty Hired with Terminal Degrees	56%	97%	73.20%
Retention Rates	62-76% range	69-82% range	
Total Cost Ranking Among Ohio Publics	second lowest	second lowest	
Total Expenditure Budgets (includes educ., auxiliary, exter. fund.)	\$107.0 million	194.54 million	81.80%

*This score reflects an estimate of what the Enhanced ACT composite score would be based on a table of concordance provided by the American College Testing Programs. The actual ACT composite score for 1981-82 was 21.2.

Revised 9/4/91; Prepared by the Office of the President



Bowling Green State University

119
Administrative Staff Council
Bowling Green, Ohio 43403-0373

September 10, 1991

MEMORANDUM

TO: John Moore
Executive Director, Personnel Services

FROM: Josh Kaplan *Josh Kaplan*

Thank you for your presentation to ASC on September 5, 1991. Your concern for administrative staff was evident, and your remarks were well received by the Council.

I would like to clarify our concerns regarding the Administrative Staff Handbook. We do not feel that it needs to be updated more frequently than once a year. However, we now have no idea about the status of our Handbook and the last set of recommended changes. We would like to have a clearly defined procedure for the annual update. Specifically, we want to know:

1. to whom proposed handbook changes should be submitted.
2. by what date they must be submitted.
3. when they will be considered by the Board of Trustees.
4. when the handbook, with revisions, will be printed.

I also want to extend to you an invitation to attend all ASC meetings. This is something that we would expect an Associate Director for Administrative Staff to do; since this position is vacant we want to encourage you attend yourself. (You would not, of course, be expected to prepare a presentation for each meeting.) I am enclosing a schedule of our meetings and hope you will be able to attend.

xc: ASC Executive Committee



September 27, 1991

Richard A. Newlove
President, Newlove Realty, Inc.
Box 26, 337 South Main Street
Bowling Green, OH 43402

Dear Mr. Newlove:

I want to confirm your invitation to address the Administrative Staff Council on October 4, 1991, at 1:30 pm in the Alumni Room of the University Union. When we spoke, you indicated that you intended to speak fairly briefly, and then field questions. I anticipate that questions will address, among other issues, childcare, health benefits, salaries, and the impact of the hiring freeze on workloads. I look forward to having you at our meeting.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Josh Kaplan'.

Joshua Kaplan, M.D.

xc: Les Barber
ASC Exec Committee



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43402-0151
(419) 372-2011
Cable: BGSUOH

October 7, 1991

MEMORANDUM

TO: Josh Kaplan, Chair, Administrative Staff Council

FROM: Jill Carr

RE: President's Panel

Per your invitation, I attended the meeting of the President's Panel on Thursday, October 3, 1991. ASC was the only group who placed items on the agenda. The following outlines the responses to our items.

1. Administrative Staff Workloads - as of last week the vice presidents have been given the authority to individually decide to fill or not fill NEW position vacancies. It is no longer necessary to have all VPs in agreement to fill a vacancy. Paul Olscamp does recognize the additional workload being carried by administrative staff when vacancies are not filled. If a decision needs to be made to decrease or eliminate service(s) the appropriate vice president must concur with this recommendation. Paul Olscamp does not have a problem if reduction or elimination of services needs to be considered, however the VPs need to be involved in the decision making process. PJO also stated that he does not expect the restoration of any positions that have not been filled. We should consider these as "gone forever".
2. Child Care Facility - Les Barber would be the most appropriate person to check with regarding the progress of the child care facility. PJO is optimistic that within 12-18 months we will have a functioning child care facility. There has been some contact made with the YMCA in Toledo. They have indicated that they will provide the service "cheaply" if we provide the physical facility. Not much is known about this YMCA offer at this point, it will be investigated further. Leigh Chiarelott indicated that a meeting is scheduled for 10/10 with WSOS to discuss other funding options. He also expects a final report from the implementation committee very soon. When this is received, the ad hoc committee will become more active.
3. Health Care - The "blue ribbon" committee has been appointed. A membership list is enclosed. There seems to be appropriate constituency group representation. In addition, PJO stated that he tried to include others who have expertise in this area. The committee will be asked to consider the aspects of coverage and cost as their primary emphases. PJO will request a recommendation by the end of March. He is also interested in a mechanism for long range cost control included in the report from the committee.

Costeffix is no longer under contract with us. PJO indicated that we are involved in a billing dispute with them. This dispute involves \$10,000 in charges for services we do not feel were ever received.

One final note, Gaylyn Finn, John Moore, and Jim Morris are ex-officio members of the task force.

If you have any questions or need further clarification on any of these items, please let me know. I'd also be glad to attend an exec meeting if needed.

Enclosure

cc: Ann Bowers

Deb McLaughlin ✓



10/8/91

MEMORANDUM

TO: Editor, BG News

FROM: Josh Kaplan *Josh Kaplan*
Chair, Administrative Staff Council

In the Friday, October 4 edition, there was an article reporting on statements made by Richard Newlove, Chairperson of the Board of Trustees, about child care. I believe that the thrust of Mr. Newlove's remarks about child care were misinterpreted, and since he was speaking as a guest of the Administrative Staff Council, I wish to comment on his behalf.

I do not recall Mr. Newlove saying that placing a child care facility on the capital budget proposal was an error. What I believe he said was that a facility was not likely to get funded without additional information about the kind of child care program it would house. He went on to suggest that a small pilot program might help provide this information. Mr. Newlove was made to sound critical, and I believe that was neither the meaning nor the intent of his remarks.

Newlove not anti campus child care

The BG News:

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provide this information. Mr. Newlove was made to sound critical, and I believe that was neither the meaning nor the intent of his remarks.

Dr. Josh Kaplan
Chairperson
Administrative Staff Council

Time to pray, heal
Thomas / Hill
wound

The BG News:

Clarence Thomas is now an associate justice of the Supreme Court of the United States of America. Soon after he was confirmed by a 52-48 vote in the Senate, he stated it was now a time for healing. No one would dispute

10/25/91



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011

December 11, 1991

MEMORANDUM

TO: Josh Kaplan, Chair, Administrative Staff Council
FROM: Rich Hughes, On-Campus Housing *RH*
RE: Resignation from Administrative Staff Council

I am writing to follow up our telephone conversation regarding my resignation from Administrative Staff Council for the remainder of my elected term. Unfortunately, my commitments with Project-90 have made it impossible for me to fulfill my obligations to Council and to my constituents. I have enjoyed serving on Council both currently and in the past and look forward to an opportunity to serve in the future.

Please extend my apologies to the rest of Council. Should you have any questions regarding my resignation, please feel free to contact me.

cc: Jill Carr
Pat Green

12/12/91

MEMORANDUM

TO: Leigh Chiarelott
Roger Swope

FROM: Josh Kaplan

RE: 125 Plan

I suggest we consider proposing to our respective constituencies a joint resolution along the lines of:

Whereas a Section 125 plan now exists to tax shelter health insurance premium contributions, and
Whereas extending this plan to include payments for health care, child care and elder care would be of substantial value to the faculty and staff, and
Whereas such an extension is neither difficult nor expensive,
We resolve that the University Administration should institute such an extension as soon as possible.

Please let me know if you agree. Also, if you do agree, please feel free to edit my proposal as you see fit.